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Missoula VoTech Course Catalog, 1994-1995

Missoula Vo Tech

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Missoula Vo Tech 94-95

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Missoula Vo Tech

Business

Accounting Technology

4 semesters — Fall/Spring semester entry — Associate of Applied Science Degree — \$3669 total program cost

Bookkeeping

2 semesters — Fall/Spring semester entry — Certificate of Completion — \$1944 total program cost

Fashion Sales and Marketing

2 semesters — Fall/Spring semester entry — Certificate of Completion — \$1982 total program cost

Information Processing

3 semesters — Fall/Spring semester entry — Certificate of Completion — \$2766 total program cost

Legal Assisting (Paralegal)

4 semesters — Fall semester entry — Associate of Applied Science Degree — \$4040 total program cost

Legal Secretarial Technology

4 semesters — Fall/Spring semester entry — Associate of Applied Science Degree — \$3652 total program cost

Medical Office Technology

4 semesters — Fall/Spring semester entry — Associate of Applied Science Degree — \$3663 total program cost

Medical Reception

2 semesters — Fall/Spring semester entry — Certificate of Completion — \$1992 total program cost

Office Administration

4 semesters — Fall/Spring semester entry — Associate of Applied Science Degree — \$3587 total program cost

Office Reception

2 semesters — Fall/Spring semester entry — Certificate of Completion — \$1922 total program cost

Retail Management

4 semesters — Fall/Spring semester entry — Associate of Applied Science Degree — \$3693 total program cost

Sales and Marketing

2 semesters — Fall/Spring semester entry — Certificate of Completion — \$1982 total program cost

Computers

Microcomputing Technology

4 semesters — Fall/Spring semester entry — Associate of Applied Science Degree — \$3755 total program cost

Culinary

Culinary Arts

2 semesters — Fall/Spring semester entry — Certificate of Completion — \$2129 total program cost

Food Service Management

4 semesters — Fall/Spring semester entry — Associate of Applied Science Degree — \$3964 total program cost

Electronics

Electronics Technology

4 semesters — Fall semester entry — Associate of Applied Science Degree — \$4608 total program cost

Health Care

Practical Nursing

3 semesters — Fall/Spring semester entry — Certificate of Completion — \$3291 total program cost

Respiratory Therapy Technology

3 semesters — Fall semester entry — Certificate of Completion — \$3305 total program cost

Surgical Technology

2½ semesters — Fall semester entry — Certificate of Completion — \$2346 total program cost

Industrial

Building Maintenance

2 semesters — Fall/Spring semester entry — Certificate of Completion — \$2071 total program cost

Building Maintenance Engineering

4 semesters — Fall/Spring semesters entry — Associate of Applied Science Degree — \$3692 total program cost

Diesel Equipment Technology

4 semesters — Fall semester entry — Associate of Applied Science Degree — \$4339 total program cost

Heavy Equipment Operation

2 semesters — Fall semester entry — Certificate of Completion — \$2342 total program cost

Small Engine and Equipment Technology

2 semesters — Fall/Spring semester entry — Certificate of Completion — \$2440 total program cost

Truck Driving

8 weeks — Entry 4 times a year — Certificate of Completion — \$3358 total program cost

Welding Technology

2 semesters — Fall/Spring semester entry — Certificate of Completion — \$2055 total program cost

Academic Support Academic Boot Camp

5 weeks — Entry each semester — \$225 total program cost, \$165 part-time

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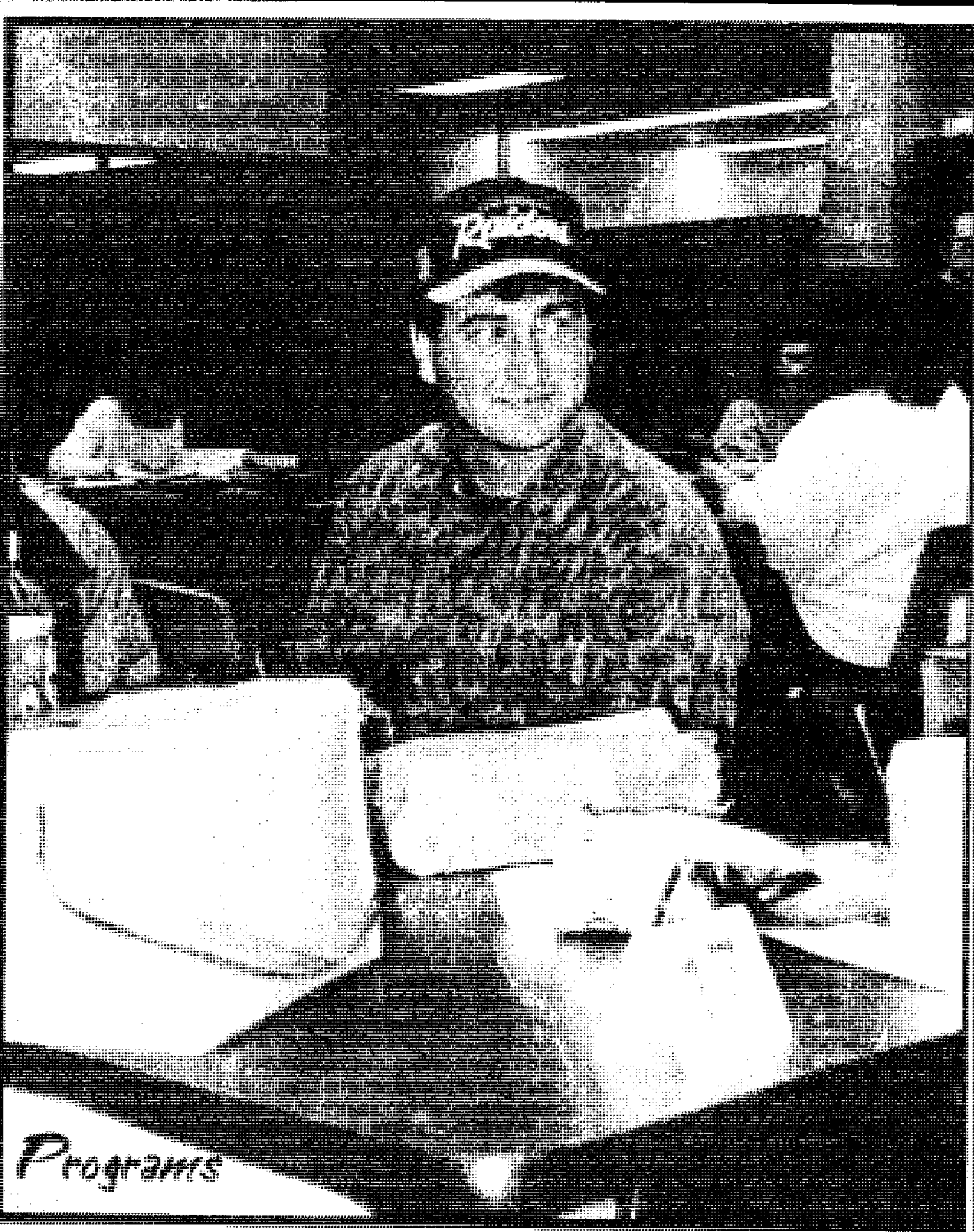
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Programs

Taking a Break in the Student Lounge

IMPORTANT NOTICE REGARDING FUNDING AND PROGRAM AVAILABILITY

Missoula Vo Tech's budget is funded through appropriations from the Montana State Legislature. Without this support, Missoula Vo Tech would be unable to continue its programs. It should be understood, therefore, that the programs described in this catalog may not be available. In addition, courses or programs available in any given semester may not be continued in subsequent semesters. While Missoula Vo Tech will make every effort to provide the courses and programs described in this catalog, the final decision as to their availability rests with the Board of Regents of Higher Education, and will be determined by the availability of funds and the needs of the school.

***ALL PROVISIONS WITHIN THIS CATALOG ARE
SUBJECT TO CHANGE WITHOUT NOTICE.***

IMPORTANT NOTICE REGARDING COURSE SEQUENCE

Students should be aware that not all courses required in various programs are offered every semester. Therefore, if courses are not completed in the sequence specified in the catalog, graduation will be delayed.

IMPORTANT NOTICE REGARDING TUITION AND FEES

All tuition and fees are established, governed, and approved by the Montana Board of Regents of Higher Education.

***TUITION AND FEES ARE
SUBJECT TO CHANGE WITHOUT NOTICE.***

PROGRAM LOCATIONS

Missoula Vo Tech has two campuses. The east campus, located at 909 South Avenue West, houses all business, health care, and culinary programs, as well as administrative offices and the Academic Support Center. The west campus, located three miles west at 3639 South Avenue West, is the home of electronics and industrial programs.

Accounting Technology

In Accounting Technology you learn to verify and enter details of financial transactions in journals, to post to ledger accounts, and to prepare worksheets, financial reports, and payroll records and reports. You develop computer skills, using WordPerfect and Lotus 1-2-3, software common in today's businesses, and learn Peachtree, an up-to-date computer accounting software program. Accounting principles and procedures are applied to merchandising and manufacturing businesses as well as governmental and not-for-profit enterprises. In addition, you study DOS, database, advanced Lotus, taxation, and the principles of business and business law.

LENGTH OF PROGRAM:	Fall entry — 4 semesters Spring entry — 5 semesters
AWARD UPON GRADUATION:	Associate of Applied Science Degree
ENTRY TIMES:	Fall and Spring semesters
TOTAL PROGRAM COSTS:	\$3669 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

Fall Semester 1994		Credit
ACC 132	Accounting I	4
COM 111	Business Communications	3
CRT 102	Principles of Data Processing	3
MAT 103	Math Fundamentals	2
SEC 106	Business Records Control	1
SEC 107	Keyboarding	1
SEC 108	Keyboarding Applications	2
Total		16

Spring Semester 1995		Credit
ACC 133	Accounting II	4
ASC 116	Employment Strategies	1
CRT 114	Word Processing	2
CRT 190	Lotus 1-2-3	3
MAT 105	Business Math Applications	2
PSY 110	Psychology of the Workplace	2
SEC 175	Workplace Issues	3
Total		17

Fall Semester 1995		Credit
ACC 230	Computer Accounting Systems	3
ACC 234	Accounting III	4
ACC 235	Cost Accounting	3
ACC 236	Income Tax	3
CRT 191	DOS and Database	2
MAT 172	Introduction to Algebra	3
Total		18

Spring Semester 1996		Credit
ACC 232	Nonprofit Accounting	3
ACC 237	Accounting Topics	2
ACC 238	Accounting Internship	2
BUS 103	Principles of Business	3
BUS 135	Business Law	2
COM 160	Oral Communications	3
CRT 200	Advanced Business Lotus	2
Total		17

SPRING ENTRY

Spring Semester 1995		Credit
COM 111	Business Communications	3
CRT 102	Principles of Data Processing	3
MAT 103	Math Fundamentals	2
SEC 106	Business Records Control	1
SEC 107	Keyboarding	1
SEC 108	Keyboarding Applications	2
Total		12

Fall Semester 1995		Credit
ACC 132	Accounting I	4
COM 160	Oral Communications	3
CRT 114	Word Processing	2
MAT 105	Business Math Applications	2
SEC 175	Workplace Issues	3
Total		14

Spring Semester 1996		Credit
ACC 133	Accounting II	4
ASC 116	Employment Strategies	1
BUS 103	Principles of Business	3
CRT 190	Lotus 1-2-3	3
PSY 110	Psychology of Workplace	2
Total		13

Fall Semester 1996		Credit
ACC 234	Accounting III	4
ACC 235	Cost Accounting	3
ACC 236	Income Tax	3
CRT 191	DOS and Database	2
MAT 172	Introduction to Algebra	3
Total		15

Spring Semester 1997		Credit
ACC 230	Computer Accounting Systems	3
ACC 232	Nonprofit Accounting	3
ACC 237	Accounting Topics	2
ACC 238	Accounting Internship	2
BUS 135	Business Law	2
CRT 200	Advanced Business Lotus	2
Total		14

Bookkeeping

In Bookkeeping you learn to verify and enter details of financial transactions in journals, to post to ledger accounts, and to prepare worksheets, financial reports, and payroll records and reports. You develop computer skills, using WordPerfect and Lotus 1-2-3 software. These skills are applied to sole proprietorships, partnerships, and corporations.

LENGTH OF PROGRAM: 2 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall and Spring semesters

ADDITIONAL PROGRAM OPPORTUNITY:

Students successfully completing the Bookkeeping program satisfy the requirements for one year of the Accounting Technology program. However, students entering in the spring will need to rearrange the course sequence in the second year of the Accounting Technology program.

TOTAL PROGRAM COSTS: \$1944 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL AND SPRING ENTRY

<i>First Semester</i>		<i>Credit</i>
ACC 132	Accounting I	4
COM 111	Business Communications	3
CRT 102	Principles of Data Processing	3
MAT 103	Math Fundamentals	2
SEC 106	Business Records Control	1
SEC 107	Keyboarding	1
SEC 108	Keyboarding Applications	2
Total		16

<i>Second Semester</i>		<i>Credit</i>
ACC 133	Accounting II	4
ASC 116	Employment Strategies	1
CRT 114	Word Processing	2
CRT 190	Lotus 1-2-3	3
MAT 105	Business Math Applications	2
PSY 110	Psychology of the Workplace	2
SEC 175	Workplace Issues	3
Total		17

Fashion Sales and Marketing

In the Fashion Sales and Marketing program, you learn the sales and customer relations skills you need to sell clothing and accessories in department stores, specialty shops, and boutiques. You discover the latest in fashion trend research and coordination and study the principles of window and interior display. You also study stocking and merchandise markups and markdowns, as well as how to order and invoice new merchandise.

LENGTH OF PROGRAM: 2 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall and Spring semesters

ADDITIONAL PROGRAM OPPORTUNITY: Students successfully completing the Fashion Sales and Marketing program satisfy the requirements for the first year of the Retail Management program.

TOTAL PROGRAM COSTS: \$1982 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

<i>Fall Semester 1994</i>		<i>Credit</i>
BUS 103	Principles of Business	3
BUS 107	Fashion and Design	3
BUS 112	Professional Sales	2
BUS 125	Principles of Marketing	3
BUS 179	Textiles	2
COM 111	Business Communications	3
MAT 103	Math Fundamentals	2
<i>Total</i>		<i>18</i>

<i>Spring Semester 1995</i>		<i>Credit</i>
ACC 132	Accounting I	4
ASC 116	Employment Strategies	1
BUS 109	Visual Merchandising and Display	2
BUS 113	Psychology of Selling	3
COM 160	Oral Communications	3
MAT 133	Merchandising Math	2
PSY 110	Psychology of the Workplace	2
<i>Total</i>		<i>17</i>

SPRING ENTRY

<i>Spring Semester 1995</i>		<i>Credit</i>
BUS 103	Principles of Business	3
BUS 109	Visual Merchandising and Display	2
BUS 113	Psychology of Selling	3
COM 160	Oral Communications	3
MAT 103	Math Fundamentals	2
MAT 133	Merchandising Math	2
PSY 110	Psychology of the Workplace	2
<i>Total</i>		<i>17</i>

<i>Fall Semester 1995</i>		<i>Credit</i>
ACC 132	Accounting I	4
ASC 116	Employment Strategies	1
BUS 107	Fashion and Design	3
BUS 112	Professional Sales	2
BUS 125	Principles of Marketing	3
BUS 179	Textiles	2
COM 111	Business Communications	3
<i>Total</i>		<i>18</i>

Information Processing

In Missoula Vo Tech's Information Processing program, you learn how to be a secretary with a strong computer-use emphasis. You learn the basics of computer operating systems and the hardware and software used in offices today. In addition, you develop word processing, data entry, electronic mail, telecommunications, and computerized spreadsheet skills. As a basis for all these computer skills, you study English, speech, basic business principles, speedwriting, and transcription.

LENGTH OF PROGRAM: 3 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall and Spring semesters

ADDITIONAL PROGRAM OPPORTUNITY:

Students successfully completing the Information Processing program satisfy the requirements for the first three semesters of the Office Administration program.

TOTAL PROGRAM COSTS: \$2766 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

Fall Semester 1994		Credit
COM 111	Business Communications	3
CRT 102	Principles of Data Processing	3
MAT 103	Math Fundamentals	2
PSY 110	Psychology of the Workplace	2
SEC 106	Business Records Control	1
SEC 107	Keyboarding	1
SEC 108	Keyboarding Applications	2
SEC 175	Workplace Issues	3
Total		17

Spring Semester 1995		Credit
ACC 127	Secretarial Accounting	3
CRT 110	Data Entry	3
MAT 105	Business Math Applications	2
SEC 114	Word Processing	4
SEC 120	Transcription and Text Editing	2
SEC 140	Speedwriting	3
Total		17

Fall Semester 1995		Credit
ASC 116	Employment Strategies	1
BUS 103	Principles of Business	3
COM 160	Oral Communications	3
CRT 190	Lotus 1-2-3	3
CRT 191	DOS and Database	2
CRT 290	Microcomputer Applications	4
Total		16

SPRING ENTRY

Spring Semester 1995		Credit
COM 111	Business Communications	3
CRT 102	Principles of Data Processing	3
MAT 103	Math Fundamentals	2
PSY 110	Psychology of the Workplace	2
SEC 106	Business Records Control	1
SEC 107	Keyboarding	1
SEC 108	Keyboarding Applications	2
SEC 140	Speedwriting	3
Total		17

Fall Semester 1995		Credit
COM 160	Oral Communications	3
CRT 191	DOS and Database	2
CRT 290	Microcomputer Applications	4
MAT 105	Business Math Applications	2
SEC 114	Word Processing	4
SEC 120	Transcription and Text Editing	2
Total		17

Spring Semester 1996		Credit
ACC 127	Secretarial Accounting	3
ASC 116	Employment Strategies	1
BUS 103	Principles of Business	3
CRT 110	Data Entry	3
CRT 190	Lotus 1-2-3	3
SEC 175	Workplace Issues	3
Total		16

Legal Assisting (Paralegal)

In Missoula Vo Tech's Legal Assisting (Paralegal) program, you learn to assist attorneys by researching and analyzing the law, and you develop the ability to gather and compile data. By taking a wide variety of legal specialty classes, you are able to prepare appropriate forms and documents, organize files and trial notebooks, conduct fact-finding investigations, and interview witnesses. You acquire skills in computer usage, legal and medical terminology, and law office accounting functions, as well as understanding law office policies and procedures.

LENGTH OF PROGRAM:	4 semesters
AWARD UPON GRADUATION:	Associate of Applied Science Degree
ENTRY TIMES:	Fall semester
HELPFUL INFORMATION:	The Legal Assisting (Paralegal) program often has a waiting list for admittance. Interested persons are encouraged to apply one year prior to anticipated school attendance.
TOTAL PROGRAM COSTS:	\$4040 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

Fall Semester 1994		Credit
COM 145	Introduction to Writing	2
CRT 114	Word Processing	2
LEG 179	Legal Terminology	2
LEG 180	Legal Procedures	3
LEG 187	Introduction to Legal Research	1
LEG 195	Legal Ethics	2
MAT 103	Math Fundamentals	2
PSY 110	Psychology of the Workplace	2
SEC 107	Keyboarding	1
Total		17

Spring Semester 1995		Credit
ACC 128	Accounting for the Law Office	3
COM 160	Oral Communications	3
LEG 192	Contracts	2
LEG 194	Torts	2
LEG 197	Legal Research and Writing I	2
LEG 270	Real Estate	1
MAT 105	Business Math Applications	2
POL 146	American Government and Politics	3
Total		18

Fall Semester 1995		Credit
ASC 116	Employment Strategies	1
CRT 188	Computers and Law	3
LEG 190	Civil Litigation I	2
LEG 273	Criminal Procedures	3
LEG 274	Indian Law	2
LEG 278	Real Estate Topics	1
LEG 279	Legal Research and Writing II	2
LEG 287	Collections and Bankruptcy	1
LEG 294	Corporations and Partnerships	1
SEC 154	Beginning Medical Terminology	2
Total		18

Spring Semester 1996		Credit
LEG 271	Civil Litigation II	2
LEG 272	Legal Topics	3
LEG 280	Legal Research and Writing III	2
LEG 283	Trial Preparation	3
LEG 285	Family Law	1
LEG 286	Advanced Family Law	1
LEG 288	Estates and Probate	1
LEG 298	Legal Assisting Internship	2
Total		15

Legal Secretarial Technology

In Missoula Vo Tech's Legal Secretarial Technology program, you learn to follow law office policies in reception; telephone communications; records management; fees and billing; and writing, editing, and preparing letters, forms, and judicial documents. You acquire an understanding of confidentiality, law office routine, and procedures involved in legal specialty areas. You also develop skills in transcription, word processing, dictation, and accounting.

LENGTH OF PROGRAM: 4 semesters

AWARD UPON GRADUATION: Associate of Applied Science Degree

ENTRY TIMES: Fall and Spring semesters

TOTAL PROGRAM COSTS: \$3652 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

Fall Semester 1994		Credit
COM 111	Business Communications	3
LEG 179	Legal Terminology	2
LEG 180	Legal Procedures	3
MAT 103	Math Fundamentals	2
PSY 110	Psychology of the Workplace	2
SEC 106	Business Records Control	1
SEC 107	Keyboarding	1
SEC 108	Keyboarding Applications	2
Total		16

Spring Semester 1995		Credit
ASC 116	Employment Strategies	1
BUS 135	Business Law	2
LEG 190	Civil Litigation I	2
MAT 105	Business Math Applications	2
SEC 114	Word Processing	4
SEC 183	Legal Transcription I	3
Total		14

Fall Semester 1995		Credit
ACC 130	Principles of Accounting	3
CRT 188	Computers and Law	3
LEG 270	Real Estate	1
LEG 287	Collections and Bankruptcy	1
LEG 294	Corporations and Partnerships	1
SEC 154	Beginning Medical Terminology	2
or		
CRT 190	Lotus 1-2-3 *	3
SEC 275	Legal Communications	1
SEC 284	Legal Transcription II	3
Total		15/16

* Lotus 1-2-3 may be taken Spring Semester 1996 if student prefers.

Spring Semester 1996		Credit
COM 160	Oral Communications	3
LEG 272	Legal Topics	3
LEG 285	Family Law	1
LEG 288	Estates and Probate	1
SEC 175	Workplace Issues	3
SEC 292	Secretarial Internship	2
Total		13

SPRING ENTRY

Spring Semester 1995		Credit
BUS 135	Business Law	2
COM 111	Business Communications	3
COM 160	Oral Communications	3
MAT 103	Math Fundamentals	2
PSY 110	Psychology of the Workplace	2
SEC 106	Business Records Control	1
SEC 107	Keyboarding	1
SEC 108	Keyboarding Applications	2
Total		16

Fall Semester 1995		Credit
ASC 116	Employment Strategies	1
LEG 179	Legal Terminology	2
LEG 180	Legal Procedures	3
MAT 105	Business Math Applications	2
SEC 114	Word Processing	4
SEC 154	Beginning Medical Terminology	2
or		
CRT 190	Lotus 1-2-3	3
SEC 175	Workplace Issues	3
Total		17/18

Spring Semester 1996		Credit
ACC 130	Principles of Accounting	3
LEG 190	Civil Litigation I	2
LEG 272	Legal Topics	3
LEG 285	Family Law	1
LEG 288	Estates and Probate	1
SEC 183	Legal Transcription I	3
Total		13

Fall Semester 1996		Credit
CRT 188	Computers and Law	3
LEG 270	Real Estate	1
LEG 287	Collections and Bankruptcy	1
LEG 294	Corporations and Partnerships	1
SEC 275	Legal Communications	1
SEC 284	Legal Transcription II	3
SEC 292	Secretarial Internship	2
Total		14

Medical Office Technology

Missoula Vo Tech's Medical Office Technology program provides students with the flexibility of choosing a career as a medical secretary or medical transcriptionist. The course of study includes general as well as administrative duties in a medical facility. These duties involve scheduling appointments, interacting with patients, submitting patient insurance claims using current coding procedures, and maintaining medical and financial records. Students also develop efficient skills in transcribing medical reports to include letters, history and physicals, operative reports, discharge summaries, and pathology reports.

LENGTH OF PROGRAM: 4 semesters

AWARD UPON GRADUATION: Associate of Applied Science Degree

ENTRY TIMES: Fall and Spring semesters

TOTAL PROGRAM COSTS: \$3663 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

Fall Semester 1994		Credit
ACC 127	Secretarial Accounting	3
COM 111	Business Communications	3
MAT 103	Math Fundamentals	2
SEC 107	Keyboarding	1
SEC 108	Keyboarding Applications	2
SEC 154	Beginning Medical Terminology	2
SEC 161	Medical Office Procedures	4
Total		17

Spring Semester 1995		Credit
MAT 105	Business Math Applications	2
PSY 110	Psychology of the Workplace	2
SCI 115	Anatomy	3
SEC 106	Business Records Control	1
SEC 114	Word Processing	4
SEC 120	Transcription and Text Editing	2
SEC 153	Insurance Processing	3
SEC 155	Medical Software Applications	1
Total		18

Fall Semester 1995		Credit
ASC 116	Employment Strategies	1
CRT 102	Principles of Data Processing	3
CRT 191	DOS and Database	2
SEC 175	Workplace Issues	3
SEC 216	Medical Terminology	2
SEC 256	Medical Transcription I	3
Total		14

Spring Semester 1996		Credit
BUS 103	Principles of Business	3
CRT 190	Lotus 1-2-3	3
SEC 257	Medical Transcription II	3
SEC 270	Medical Terminology	2
SEC 293	Medical Office Internship	3
Total		14

SPRING ENTRY

Spring Semester 1995		Credit
ACC 127	Secretarial Accounting	3
COM 111	Business Communications	3
MAT 103	Math Fundamentals	2
PSY 110	Psychology of Workplace	2
SCI 115	Anatomy	3
SEC 106	Business Records Control	1
SEC 107	Keyboarding	1
SEC 108	Keyboarding Applications	2
Total		17

Fall Semester 1995		Credit
CRT 102	Principles of Data Processing	3
MAT 105	Business Math Applications	2
SEC 114	Word Processing	4
SEC 120	Transcription and Text Editing	2
SEC 154	Beginning Medical Terminology	2
SEC 161	Medical Office Procedures	4
Total		17

Spring Semester 1996		Credit
ASC 116	Employment Strategies	1
CRT 190	Lotus 1-2-3	3
SEC 153	Insurance Processing	3
SEC 155	Medical Software Applications	1
SEC 175	Workplace Issues	3
SEC 256	Medical Transcription I	3
SEC 270	Medical Terminology	2
Total		16

Fall Semester 1996		Credit
BUS 103	Principles of Business	3
CRT 191	DOS and Database	2
SEC 216	Medical Terminology	2
SEC 257	Medical Transcription II	3
SEC 293	Medical Office Internship	3
Total		13

Medical Reception

Medical Reception students acquire the skills needed to function effectively in a medical office. They learn how to answer the phone and keep records of callers, how to efficiently schedule appointments and greet patients, and how to interview patients to gain needed information. In addition, students develop a variety of clerical skills needed to work in a doctor's office or other medical facility. Through Missoula Vo Tech's Medical Reception program, students are trained to become ward secretaries, as well. Ward secretaries, who work as hospital staff, transcribe physician orders and schedule medical procedures in accordance with physician orders.

LENGTH OF PROGRAM: Fall entry — 2 semesters
Spring entry — 3 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall and Spring semesters

ADDITIONAL PROGRAM OPPORTUNITY: Students successfully completing the Medical Reception program satisfy the requirements for the first year of the Medical Office Technology program.

TOTAL PROGRAM COSTS: \$1992 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

Fall Semester 1994		Credit
ACC 127	Secretarial Accounting	3
ASC 116	Employment Strategies	1
COM 111	Business Communications	3
MAT 103	Math Fundamentals	2
SEC 107	Keyboarding	1
SEC 108	Keyboarding Applications	2
SEC 154	Beginning Medical Terminology	2
SEC 161	Medical Office Procedures	4
Total		18

Spring Semester 1995		Credit
MAT 105	Business Math Applications	2
PSY 110	Psychology of the Workplace	2
SCI 115	Anatomy	3
SEC 106	Business Records Control	1
SEC 114	Word Processing	4
SEC 120	Transcription and Text Editing	2
SEC 153	Insurance Processing	3
SEC 155	Medical Software Applications	1
Total		18

SPRING ENTRY

Spring Semester 1995		Credit
COM 111	Business Communications	3
MAT 103	Math Fundamentals	2
PSY 110	Psychology of the Workplace	2
SCI 115	Anatomy	3
SEC 106	Business Records Control	1
SEC 107	Keyboarding	1
SEC 108	Keyboarding Applications	2
Total		14

Fall Semester 1995		Credit
ACC 127	Secretarial Accounting	3
ASC 116	Employment Strategies	1
MAT 105	Business Math Applications	2
SEC 114	Word Processing	4
SEC 120	Transcription and Text Editing	2
SEC 154	Beginning Medical Terminology	2
SEC 161	Medical Office Procedures	4
Total		18

Spring Semester 1996		Credit
SEC 153	Insurance Processing	3
SEC 155	Medical Software Applications	1
Total		4

Office Administration

In addition to developing the secretarial skills needed to work in an office, students in Office Administration learn how to plan, organize, and oversee office tasks. They also study employee supervision, training, and evaluation.

LENGTH OF PROGRAM:	4 semesters
AWARD UPON GRADUATION:	Associate of Applied Science Degree
ENTRY TIMES:	Fall and Spring semesters
TOTAL PROGRAM COSTS:	\$3587 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

<i>Fall Semester 1994</i>	<i>Credit</i>
COM 111 Business Communications	3
CRT 102 Principles of Data Processing	3
MAT 103 Math Fundamentals	2
PSY 110 Psychology of the Workplace	2
SEC 106 Business Records Control	1
SEC 107 Keyboarding (8 weeks)	1
SEC 108 Keyboarding Applications (8 weeks)	2
SEC 175 Workplace Issues	3
Total	17

<i>Spring Semester 1995</i>	<i>Credit</i>
ACC 127 Secretarial Accounting	3
CRT 110 Data Entry	3
MAT 105 Business Math Applications	2
SEC 114 Word Processing	4
SEC 120 Transcription and Text Editing	2
SEC 140 Speedwriting	3
Total	17

<i>Fall Semester 1995</i>	<i>Credit</i>
ASC 116 Employment Strategies	1
BUS 242 Supervision	3
COM 160 Oral Communications	3
CRT 190 Lotus 1-2-3	3
CRT 191 DOS and Database	2
CRT 290 Microcomputer Applications	4
Total	16

<i>Spring Semester 1996</i>	<i>Credit</i>
BUS 103 Principles of Business	3
BUS 135 Business Law	2
BUS 243 Principles of Management	3
CRT 260 Desktop Publishing Concepts	3
SEC 292 Secretarial Internship	2
Total	13

SPRING ENTRY

<i>Spring Semester 1995</i>	<i>Credit</i>
COM 111 Business Communications	3
CRT 102 Principles of Data Processing	3
MAT 103 Math Fundamentals	2
PSY 110 Psychology of the Workplace	2
SEC 107 Keyboarding (8 weeks)	1
SEC 108 Keyboarding Applications (8 weeks)	2
SEC 175 Workplace Issues	3
Total	16

<i>Fall Semester 1995</i>	<i>Credit</i>
ACC 127 Secretarial Accounting	3
BUS 103 Principles of Business	3
COM 160 Oral Communications	3
MAT 105 Business Math Applications	2
SEC 114 Word Processing	4
SEC 120 Transcription and Text Editing	2
Total	17

<i>Spring Semester 1996</i>	<i>Credit</i>
ASC 116 Employment Strategies	1
BUS 135 Business Law	2
BUS 243 Principles of Management	3
CRT 110 Data Entry	3
CRT 190 Lotus 1-2-3	3
CRT 260 Desktop Publishing Concepts	3
SEC 140 Speedwriting	3
Total	18

<i>Fall Semester 1996</i>	<i>Credit</i>
BUS 242 Supervision	3
CRT 191 DOS and Database	2
CRT 290 Microcomputer Applications	4
SEC 106 Business Records Control	1
SEC 292 Secretarial Internship	2
Total	12

Office Reception

Students enrolled in Office Reception develop basic receptionist skills and learn to efficiently prepare office correspondence. They use WordPerfect software to prepare letters, memos, tables, forms, and reports. Students also study transcription, learn how to edit text, and acquire basic record-keeping skills.

LENGTH OF PROGRAM: 2 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall and Spring semesters

ADDITIONAL PROGRAM
OPPORTUNITY:

Students successfully completing the Office Reception program satisfy the requirements for the first year of the Office Administration program.

TOTAL PROGRAM COSTS: \$1922 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

<i>Fall Semester 1994</i>		<i>Credit</i>
COM 111	Business Communications	3
CRT 102	Principles of Data Processing	3
MAT 103	Math Fundamentals	2
PSY 110	Psychology of the Workplace	2
SEC 106	Business Records Control	1
SEC 107	Keyboarding	1
SEC 108	Keyboarding Applications	2
SEC 175	Workplace Issues	3
Total		17

<i>Spring Semester 1995</i>		<i>Credit</i>
ACC 127	Secretarial Accounting	3
ASC 116	Employment Strategies	1
CRT 110	Data Entry	3
MAT 105	Business Math Applications	2
SEC 114	Word Processing	4
SEC 120	Transcription and Text Editing	2
SEC 140	Speedwriting	3
Total		18

SPRING ENTRY

<i>Spring Semester 1995</i>		<i>Credit</i>
COM 111	Business Communications	3
CRT 102	Principles of Data Processing	3
MAT 103	Math Fundamentals	2
PSY 110	Psychology of the Workplace	2
SEC 106	Business Records Control	1
SEC 107	Keyboarding	1
SEC 108	Keyboarding Applications	2
SEC 175	Workplace Issues	3
Total		17

<i>Fall Semester 1995</i>		<i>Credit</i>
ACC 127	Secretarial Accounting	3
ASC 116	Employment Strategies	1
CRT 110	Data Entry	3
MAT 105	Business Math Applications	2
SEC 114	Word Processing	4
SEC 120	Transcription and Text Editing	2
SEC 140	Speedwriting	3
Total		18

Retail Management

Fashion Sales and Marketing Option

In Missoula Vo Tech's Retail Management program, you learn the basic skills you need to effectively manage a small business. You prepare advertising copy and promotional releases and learn how to buy media time and space and how to coordinate trade shows and purchase merchandise. You develop effective sales skills and customer relations, as well as become familiar with inventory management and basic bookkeeping. In addition, you learn how to work well with sales staff and how to hire, evaluate, and prepare work schedules for employees.

LENGTH OF PROGRAM: 4 semesters

AWARD UPON GRADUATION: Associate of Applied Science Degree

ENTRY TIMES: Fall and Spring semesters

TOTAL PROGRAM COSTS: \$3693 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

Fall Semester 1994		Credit
BUS 103	Principles of Business	3
BUS 107	Fashion and Design	3
BUS 112	Professional Sales	2
BUS 125	Principles of Marketing	3
BUS 179	Textiles	2
COM 111	Business Communications	3
MAT 103	Math Fundamentals	2
Total		18

Spring Semester 1995		Credit
ACC 132	Accounting I	4
ASC 116	Employment Strategies	1
BUS 109	Visual Merchandising and Display	2
BUS 113	Psychology of Selling	3
COM 160	Oral Communications	3
MAT 133	Merchandising Math	2
PSY 110	Psychology of the Workplace	2
Total		17

Fall Semester 1995		Credit
ACC 133	Accounting II	4
BUS 242	Supervision	3
BUS 245	Business Economics	3
BUS 299	Management Internship	2
CRT 190	Lotus 1-2-3	3
SEC 107	Keyboarding	1
Total		16

Spring Semester 1996		Credit
ACC 230	Computer Accounting Systems	3
BUS 135	Business Law	2
BUS 224	Advertising and Promotion	3
BUS 243	Principles of Management	3
BUS 246	Merchandise Planning and Control	3
BUS 248	Market Seminar (Optional)	1
BUS 250	Entrepreneurship	3
Total		17/18

SPRING ENTRY

Spring Semester 1995		Credit
BUS 103	Principles of Business	3
BUS 109	Visual Merchandising and Display	2
BUS 113	Psychology of Selling	3
COM 160	Oral Communications	3
MAT 103	Math Fundamentals	2
MAT 133	Merchandising Math	2
PSY 110	Psychology of the Workplace	2
Total		17

Fall Semester 1995		Credit
ACC 132	Accounting I	4
ASC 116	Employment Strategies	1
BUS 107	Fashion and Design	3
BUS 112	Professional Sales	2
BUS 125	Principles of Marketing	3
BUS 179	Textiles	2
COM 111	Business Communications	3
Total		18

Spring Semester 1996		Credit
ACC 133	Accounting II	4
BUS 135	Business Law	2
BUS 224	Advertising and Promotion	3
BUS 243	Principles of Management	3
BUS 246	Merchandise Planning and Control	3
BUS 248	Market Seminar (Optional)	1
BUS 250	Entrepreneurship	3
Total		18/19

Fall Semester 1996		Credit
ACC 230	Computer Accounting Systems	3
BUS 242	Supervision	3
BUS 245	Business Economics	3
BUS 299	Management Internship	2
CRT 190	Lotus 1-2-3	3
SEC 107	Keyboarding	1
Total		15

Retail Management

Sales and Marketing Option

In Missoula Vo Tech's Retail Management program, you learn the basic skills you need to effectively manage a small business. You prepare advertising copy and promotional releases and learn how to buy media time and space and how to coordinate trade shows and purchase merchandise. You develop effective sales skills and customer relations, as well as become familiar with inventory management and basic bookkeeping. In addition, you learn how to work well with sales staff and how to hire, evaluate, and prepare work schedules for employees.

LENGTH OF PROGRAM: 4 semesters

AWARD UPON GRADUATION: Associate of Applied Science Degree

ENTRY TIMES: Fall and Spring semesters

TOTAL PROGRAM COSTS: \$3693 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

Fall Semester 1994		Credit
BUS 103	Principles of Business	3
BUS 112	Professional Sales	2
BUS 125	Principles of Marketing	3
COM 111	Business Communications	3
COM 160	Oral Communications	3
MAT 103	Math Fundamentals	2
PSY 110	Psychology of the Workplace	2
Total		18

Spring Semester 1995		Credit
ACC 132	Accounting I	4
BUS 109	Visual Merchandising and Display	2
BUS 113	Psychology of Selling	3
CRT 102	Principles of Data Processing	3
MAT 133	Merchandising Math	2
SEC 107	Keyboarding	1
Total		15

Fall Semester 1995		Credit
ACC 133	Accounting II	4
ASC 116	Employment Strategies	1
BUS 242	Supervision	3
BUS 245	Business Economics	3
BUS 299	Management Internship	2
CRT 190	Lotus 1-2-3	3
Total		16

Spring Semester 1996		Credit
ACC 230	Computer Accounting Systems	3
BUS 135	Business Law	2
BUS 224	Advertising and Promotion	3
BUS 243	Principles of Management	3
BUS 246	Merchandise Planning and Control	3
BUS 248	Market Seminar (Optional)	1
BUS 250	Entrepreneurship	3
Total		17/18

SPRING ENTRY

Spring Semester 1995		Credit
BUS 103	Principles of Business	3
BUS 109	Visual Merchandising and Display	2
BUS 113	Psychology of Selling	3
COM 160	Oral Communications	3
MAT 103	Math Fundamentals	2
MAT 133	Merchandising Math	2
PSY 110	Psychology of the Workplace	2
Total		17

Fall Semester 1995		Credit
ACC 132	Accounting I	4
BUS 112	Professional Sales	2
BUS 125	Principles of Marketing	3
COM 111	Business Communications	3
CRT 102	Principles of Data Processing	3
SEC 107	Keyboarding	1
Total		16

Spring Semester 1996		Credit
ACC 133	Accounting II	4
BUS 135	Business Law	2
BUS 224	Advertising and Promotion	3
BUS 243	Principles of Management	3
BUS 246	Merchandise Planning and Control	3
BUS 248	Market Seminar (Optional)	1
BUS 250	Entrepreneurship	3
Total		18/19

Fall Semester 1996		Credit
ACC 230	Computer Accounting Systems	3
ASC 116	Employment Strategies	1
BUS 242	Supervision	3
BUS 245	Business Economics	3
BUS 299	Management Internship	2
CRT 190	Lotus 1-2-3	3
Total		15

Sales and Marketing

Missoula Vo Tech's Sales and Marketing program teaches you the skills you need to become a productive salesperson in a variety of settings. You study sales techniques, efficient record keeping, and how to effectively display and price merchandise.

LENGTH OF PROGRAM: 2 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall and Spring semesters

ADDITIONAL PROGRAM
OPPORTUNITY:

Students successfully completing the Sales and Marketing program satisfy the requirements for the first year of the Retail Management program.

TOTAL PROGRAM COSTS: \$1982 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

<i>Fall Semester 1994</i>		<i>Credit</i>
BUS 103	Principles of Business	3
BUS 112	Professional Sales	2
BUS 125	Principles of Marketing	3
COM 111	Business Communications	3
COM 160	Oral Communications	3
MAT 103	Math Fundamentals	2
PSY 110	Psychology of the Workplace	2
Total		18

<i>Spring Semester 1995</i>		<i>Credit</i>
ACC 132	Accounting I	4
ASC 116	Employment Strategies	1
BUS 109	Visual Merchandising and Display	2
BUS 113	Psychology of Selling	3
CRT 102	Principles of Data Processing	3
MAT 133	Merchandising Math	2
Total		15

SPRING ENTRY

<i>Spring Semester 1995</i>		<i>Credit</i>
BUS 103	Principles of Business	3
BUS 109	Visual Merchandising and Display	2
BUS 113	Psychology of Selling	3
COM 160	Oral Communications	3
MAT 103	Math Fundamentals	2
MAT 133	Merchandising Math	2
PSY 110	Psychology of the Workplace	2
Total		17

<i>Fall Semester 1995</i>		<i>Credit</i>
ACC 132	Accounting I	4
ASC 116	Employment Strategies	1
BUS 112	Professional Sales	2
BUS 125	Principles of Marketing	3
COM 111	Business Communications	3
CRT 102	Principles of Data Processing	3
Total		16

Microcomputing Technology

In addition to developing extensive understanding of the microcomputer and software applications, your learning includes troubleshooting personal computer systems and using software to solve business problems and make business decisions. You work with hardware, peripherals, and network maintenance, and learn to tailor existing software. You also learn to knowledgeably discuss hardware and software capability and specifications. In addition, you acquire the knowledge needed to train computer users in software and hardware use.

LENGTH OF PROGRAM: Fall entry — 4 semesters
Spring entry — 5 semesters

AWARD UPON GRADUATION: Associate of Applied Science Degree

ENTRY TIMES: Fall and Spring semesters

TOTAL PROGRAM COSTS: \$3755 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

Fall Semester 1994		Credit
COM 160	Oral Communication	3
COM 205	Technical Writing	3
CRT 102	Principles of Data Processing	3
CRT 140	Operating Systems	3
MAT 103	Math Fundamentals	2
PSY 110	Psychology of the Workplace	2
SEC 107	Keyboarding	1
Total		17

Spring Semester 1995		Credit
ACC 130	Principles of Accounting	3
CRT 113	Data Communications	3
CRT 114	Word Processing	2
CRT 142	Computer Operations	4
CRT 190	Lotus 1-2-3	3
CRT 201	Database Applications	2
CRT 240	Advanced Operating Systems	1
Total		18

Fall Semester 1995		Credit
ACC 133	Accounting II	4
CRT 105	Data Processing Math	3
CRT 121	BASIC	4
CRT 281	Network Management	2
CRT 290	Microcomputer Applications	4
Total		17

Spring Semester 1996		Credit
ASC 116	Employment Strategies	1
BUS 243	Principles of Management	3
COM 220	Training Techniques	3
CRT 228	Systems Analysis	4
CRT 260	Desktop Publishing Concepts	3
CRT 285	Microcomputer Maintenance and Troubleshooting	1
CRT 295	C Language	3
Total		18

SPRING ENTRY

Spring Semester 1995		Credit
ACC 130	Principles of Accounting	3
COM 160	Oral Communication	3
COM 205	Technical Writing	3
CRT 102	Principles of Data Processing	3
MAT 103	Math Fundamentals	2
SEC 107	Keyboarding	1
Total		15

Fall Semester 1995		Credit
ACC 133	Accounting II	4
CRT 105	Data Processing Math	3
CRT 121	BASIC	4
CRT 140	Operating Systems	3
Total		14

Spring Semester 1996		Credit
BUS 243	Principles of Management	3
CRT 113	Data Communications	3
CRT 114	Word Processing	2
CRT 142	Computer Operations	4
CRT 201	Database Applications	2
CRT 240	Advanced Operating Systems	1
Total		15

Fall Semester 1996		Credit
ASC 116	Employment Strategies	1
CRT 190	Lotus 1-2-3	3
CRT 281	Network Management	2
CRT 290	Microcomputer Applications	4
PSY 110	Psychology of the Workplace	2
Total		12

Spring Semester 1997		Credit
COM 220	Training Techniques	3
CRT 228	Systems Analysis	4
CRT 260	Desktop Publishing Concepts	3
CRT 285	Microcomputer Maintenance and Troubleshooting	1
CRT 295	C Language	3
Total		14

MISSOULA VO-TECH LIBRARY

Culinary Arts

In Missoula Vo Tech's Culinary Arts program, you develop a basic background in cooking methods, portion control and food service sanitation that enables you to become a line or dinner cook. You study salad and cold sauce preparation, short order cookery, and meat cutting. In addition, you learn the preparation of soups, stocks, sauces, meats, and vegetables and study efficient storeroom procedures, safety, and dining room protocol and procedures. Instruction is provided in preparing ethnic and American regional cuisine.

LENGTH OF PROGRAM: 2 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall and Spring semesters

ADDITIONAL PROGRAM OPPORTUNITY:

Students successfully completing the Culinary Arts program satisfy most of the requirements for the first year of the Food Service Management program.

TOTAL PROGRAM COSTS: \$2129 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

CULINARY

FALL ENTRY

<i>Fall Semester 1994</i>	<i>Credit</i>
CUL 151 Introduction to Foods	1
CUL 152 Food Production and Demonstration	2
CUL 175 Introduction to Food Service Sanitation	1
MAT 153 Food Production Math	2

Students will be assigned to three of the following courses:

CUL 156 Dining Room Procedures	3
CUL 157 Pantry and Garde Manger	3
CUL 158 Short Order Cookery	3
CUL 160 Soups, Stocks, and Sauces	3
CUL 161 Meats and Vegetables	3
CUL 162 Storeroom Procedures	3
Total	15

<i>Spring Semester 1995</i>	<i>Credit</i>
ASC 116 Employment Strategies	1
CUL 185 Advanced Cookery	1
PSY 110 Psychology of the Workplace	2

Students will be assigned to three of the following courses:

CUL 156 Dining Room Procedures	3
CUL 157 Pantry and Garde Manger	3
CUL 158 Short Order Cookery	3
CUL 160 Soups, Stocks, and Sauces	3
CUL 161 Meats and Vegetables	3
CUL 162 Storeroom Procedures	3
Total	13

SPRING ENTRY

<i>Spring Semester 1995</i>	<i>Credit</i>
CUL 151 Introduction to Foods	1
CUL 152 Food Production and Demonstration	2
CUL 175 Introduction to Food Service Sanitation	1
CUL 185 Advanced Cookery	1
MAT 153 Food Production Math	2

Students will be assigned to three of the following courses:

CUL 156 Dining Room Procedures	3
CUL 157 Pantry and Garde Manger	3
CUL 158 Short Order Cookery	3
CUL 160 Soups, Stocks, and Sauces	3
CUL 161 Meats and Vegetables	3
CUL 162 Storeroom Procedures	3
Total	16

<i>Fall Semester 1995</i>	<i>Credit</i>
ASC 116 Employment Strategies	1
PSY 110 Psychology of the Workplace	2

Students will be assigned to three of the following courses:

CUL 156 Dining Room Procedures	3
CUL 157 Pantry and Garde Manger	3
CUL 158 Short Order Cookery	3
CUL 160 Soups, Stocks, and Sauces	3
CUL 161 Meats and Vegetables	3
CUL 162 Storeroom Procedures	3
Total	12

Food Service Management

Missoula Vo Tech is proud to be the only Montana school accredited by the American Culinary Federation Educational Institute Accrediting Commission.

In Missoula Vo Tech's Food Service Management program, you develop a basic background in cooking methods, portion controls, and food service sanitation that enables you to become a line or dinner cook. You study salad and cold sauce preparation, short order cookery, meat cutting, and the preparation of soups, stocks, sauces, meats, and vegetables. In addition, you study efficient storeroom procedures, safety, and dining room protocol and procedures. Instruction is provided in preparing ethnic and American regional cuisine.

Training at Missoula Vo Tech can move you toward a career as a certified chef. The Food Service Management program instructors teach you menu writing and analysis, purchasing procedures and controls, sales analysis, food and labor cost controls, and the basics of culinary nutrition. You develop skills in business math, personnel supervision and management, communications, and food service computer applications, as well. You also design a kitchen floor plan and study production procedures, such as traffic flow and kitchen organization.

LENGTH OF PROGRAM:

Fall entry — 4 semesters
Spring entry — 3½ semesters

AWARD UPON GRADUATION:

Associate of Applied Science Degree

ENTRY TIMES:

Fall and Spring semesters

TOTAL PROGRAM COSTS:

\$3964 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

<i>Fall Semester 1994</i>	<i>Credit</i>
CUL 151 Introduction to Foods	1
CUL 152 Food Production and Demonstration	2
CUL 175 Introduction to Food Service Sanitation	1
MAT 153 Food Production Math	2

Students will be assigned to three of the following courses:

CUL 156 Dining Room Procedures	3
CUL 157 Pantry and Garde Manger	3
CUL 158 Short Order Cookery	3
CUL 160 Soups, Stocks, and Sauces	3
CUL 161 Meats and Vegetables	3
CUL 162 Storeroom Procedures	3
Total	15

<i>Spring Semester 1995</i>	<i>Credit</i>
ASC 116 Employment Strategies	1
CUL 185 Advanced Cookery	1
PSY 110 Psychology of the Workplace	2
SEC 107 Keyboarding	1

Students will be assigned to three of the following courses:

CUL 156 Dining Room Procedures	3
CUL 157 Pantry and Garde Manger	3
CUL 158 Short Order Cookery	3
CUL 160 Soups, Stocks, and Sauces	3
CUL 161 Meats and Vegetables	3
CUL 162 Storeroom Procedures	3
Total	14

Food Service Management (Fall Entry) continued on page 22.

SPRING ENTRY

<i>Spring Semester 1995</i>	<i>Credit</i>
CUL 151 Introduction to Foods	1
CUL 152 Food Production and Demonstration	2
CUL 175 Introduction to Food Service Sanitation	1
CUL 185 Advanced Cookery	1
MAT 153 Food Production Math	2
PSY 110 Psychology of the Workplace	2

Students will be assigned to three of the following courses:

CUL 156 Dining Room Procedures	3
CUL 157 Pantry and Garde Manger	3
CUL 158 Short Order Cookery	3
CUL 160 Soups, Stocks, and Sauces	3
CUL 161 Meats and Vegetables	3
CUL 162 Storeroom Procedures	3
Total	18

<i>Summer Session 1995</i>	<i>Credit</i>
CUL 265 Baking	4
CUL 272 Sanitation Management	2
Total	6

Food Service Management (Spring Entry) continued on page 22.

Summer Session 1995		Credit
CUL 265	Baking	4
CUL 272	Sanitation Management	2
Total		6

Fall Semester 1995		Credit
COM 205	Technical Writing	3
CRT 100	Computer Basics	1
CUL 280	Psychology of Management and Supervision	3
CUL 295	Nutrition	3
MAT 266	Food Service Management Math	3
Total		13

Spring Semester 1996 (1st 8 weeks)		Credit
CRT 205	Food Service Management Computer Applications	2
CUL 270	Purchasing Procedures and Cost Controls	5
CUL 271	Menu Layout, Design, and Analysis	5
Total		12

Fall Semester 1995		Credit
COM 205	Technical Writing	3
CRT 100	Computer Basics	1
CUL 185	Advanced Cookery	1
CUL 280	Psychology of Management and Supervision	3
CUL 295	Nutrition	3
MAT 266	Food Service Management Math	3
SEC 107	Keyboarding	1

Students will be assigned to one of the following courses:

CUL 156	Dining Room Procedures	3
CUL 157	Pantry and Garde Manger	3
CUL 158	Short Order Cookery	3
CUL 160	Soups, Stocks, and Sauces	3
CUL 161	Meats and Vegetables	3
CUL 162	Storeroom Procedures	3
Total		18

Spring Semester 1996		Credit
ASC 116	Employment Strategies	1
CRT 205	Food Service Management Computer Applications	2
CUL 270	Purchasing Procedures and Cost Controls	5
CUL 271	Menu Layout, Design, and Analysis	5

Students will be assigned to two of the following courses:

CUL 156	Dining Room Procedures	3
CUL 157	Pantry and Garde Manger	3
CUL 158	Short Order Cookery	3
CUL 160	Soups, Stocks, and Sauces	3
CUL 161	Meats and Vegetables	3
CUL 162	Storeroom Procedures	3
Total		19

Electronics Technology

In Missoula Vo Tech's Electronics Technology program, you learn how to troubleshoot, calibrate, test, and repair electronic components and circuit boards used in a wide range of electronic equipment. You develop a strong working knowledge of direct and alternating current theory. Semiconductor circuits, instrumentation, automatic controls, data communications, computerized communication links, and operational amplifiers are studied in-depth. You become familiar with robotics, electronic communications theory, and Federal Communications Commission regulations. In addition, you learn several aspects of troubleshooting and repairing computers in the study of microcomputer programming and operating systems, the fundamentals of electronics in computer use, and microprocessors.

LENGTH OF PROGRAM: 4 semesters

AWARD UPON GRADUATION: Associate of Applied Science Degree

ENTRY TIMES: Fall semester

HELPFUL INFORMATION: The Electronics Technology program is located at Missoula Vo Tech's west campus, 3639 South Avenue West.

TOTAL PROGRAM COSTS: \$4608 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

<i>Fall Semester 1994</i>		<i>Credit</i>
EET 101	Direct and Alternating Current Theory	7
EET 110	Operating Systems	3
MAT 107	Electronics Math I	4
SCI 120	Technical Physics I	4
<i>Total</i>		18

<i>Spring Semester 1995</i>		<i>Credit</i>
ASC 116	Employment Strategies	1
EET 103	Semiconductor Circuits	7
MAT 108	Electronics Math II	4
PSY 110	Psychology of the Workplace	2
SCI 121	Technical Physics II	4
<i>Total</i>		18

<i>Fall Semester 1995</i>		<i>Credit</i>
COM 205	Technical Writing	3
EET 225	Microcomputer Programming	3
EET 227	Computer Fundamentals	4
EET 234	Automatic Controls	4
EET 260	Data Communications	4
<i>Total</i>		18

<i>Spring Semester 1996</i>		<i>Credit</i>
EET 228	Instrumentation	7
EET 232	Microprocessors	4
EET 240	Robotics	3
EET 270	Electronic Communications	3
<i>Total</i>		17

Practical Nursing

Missoula Vo Tech's Practical Nursing program prepares you, within the legal scope of practice, to perform basic therapeutic, rehabilitative, and preventive care for people of all ages and cultures. Graduates of the program practice with the guidance of a registered nurse, licensed physician, or dentist. Their primary role is to provide nursing care for clients in structured health care settings who are experiencing common, well-defined health deviations. Licensed Practical Nurses actively participate in and subscribe to the legal and ethical tenets of the discipline.

Missoula Vo Tech's Practical Nursing program is approved by the Montana Board of Nursing.

LENGTH OF PROGRAM: 3 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall and Spring semesters

HELPFUL INFORMATION: Missoula Vo Tech's Practical Nursing program prepares you to take the exam required for licensure as a Licensed Practical Nurse.

The Practical Nursing program has a waiting list for admittance. Interested persons are encouraged to apply at least one year prior to anticipated school attendance.

The Practical Nursing program is currently under revision. It is anticipated that the program will be similar to what is listed below, but there may be changes.

TOTAL PROGRAM COSTS: \$3291 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL AND SPRING ENTRY

First Semester			Credit
CRT 103	Introduction to Computers		2
MAT 122	Math for Nursing		2
NUR 100	Introduction to Health Professions		1
NUR 150	Nutrition		2
SCI 119	Anatomy and Physiology		6
SEC 154	Beginning Medical Terminology		2
Total			15

All Core Courses must be completed with a grade of "C" or better prior to progressing on in the Practical Nursing Program.

Second Semester			Credit
NUR 151	Meeting Psychosocial Needs		1
NUR 152	Meeting Human Needs Through Fundamental Nursing Skills		5
NUR 153	Fundamental Nursing Skills Clinical		2
NUR 154	Meeting Human Needs Through the Use of Pharmacological Products I		2
NUR 155	Meeting Adult Physiological Needs I		5
NUR 156	Meeting Adult Physiological Needs Clinical I		2
NUR 158	Meeting Needs During the Aging Process		1
Total			18

Third Semester			Credit
NUR 164	Meeting Human Needs Through the Use of Pharmacological Products II		2
NUR 165	Meeting Adult Physiological Needs II		5
NUR 166	Meeting Adult Physiological Needs Clinical II		2
NUR 167	Meeting Basic Human Needs of the Family		2
NUR 168	Meeting Basic Human Needs of the Family Clinical		2
NUR 169	Nursing Trends and Issues I		1
NUR 170	Nursing Trends and Issues II		1
Total			15

Respiratory Therapy Technology

Students in the Respiratory Therapy Technology program learn to administer respiratory therapy care and life support to patients with cardiopulmonary system problems. Under the supervision of physicians and therapists, they set up and operate respiratory equipment, such as mechanical ventilators, therapeutic gas administration apparatus, environmental control systems, and aerosol generators. Students also learn how to administer medication directly into the lungs through breathing devices and to work in medical emergencies involving shock, heart attacks, chest injuries, and asthma. They also acquire additional skills training in electrocardiography and adult ventilator management.

Missoula Vo Tech's Respiratory Therapy Technology program is accredited by the Committee on Allied Health Education and Accreditation.

LENGTH OF PROGRAM: 3 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall semester

SPECIAL PROGRAM REQUIREMENTS:

Students entering the Respiratory Therapy Technology program are required to rotate to clinical sites outside the Missoula area on a periodic basis. These rotations will take place during Spring semester, Summer session, and the next Fall semester. These sites may include, but are not limited to, Kalispell, Butte, and Billings. Other sites may be included when reasonable accommodations can be arranged.

HELPFUL INFORMATION:

Missoula Vo Tech's Respiratory Therapy Technology program prepares students to take the National Board for Respiratory Care entry level exam required to become a Certified Respiratory Therapy Technician. The cost of the exam is \$90.

The Respiratory Therapy Technology program often has a waiting list for admittance. Interested persons are encouraged to apply one year prior to anticipated school attendance.

TOTAL PROGRAM COSTS: \$3305 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

<i>Fall Semester 1994</i>		<i>Credit</i>
ASC 116	Employment Strategies	1
MAT 101	Basic Math	1
PSY 110	Psychology of the Workplace	2
RES 120	Ethics and Health Communications	1
RES 129	Patient Care and Assessment	1
RES 131	Respiratory Therapy Theory I	4
RES 140	Cardiopulmonary Diagnostics and Interpretation	1
RES 195	Respiratory Therapy Laboratory I	1
SCI 119	Anatomy and Physiology	6
Total		18

<i>Spring Semester 1995</i>		<i>Credit</i>
RES 132	Respiratory Therapy Theory II	4
RES 197	Respiratory Therapy Laboratory II	2
RES 198	Clinical Experience I (RT)	6

RES 202	Respiratory Physiology	4
RES 225	Pharmacology (RT)	2
Total		18

<i>Summer Session 1995</i>		<i>Credit</i>
RES 199	Clinical Experience II (RT)	5
RES 232	Respiratory Pathology and Disease I	1
RES 241	Pediatrics and Perinatology	1
Total		7

<i>Fall Semester 1995 (First 8 weeks)</i>		<i>Credit</i>
RES 233	Respiratory Pathology and Disease II	1
RES 242	Home Care and Respiratory Management	1
RES 250	Respiratory Therapy Seminar	1
RES 251	Clinical Experience III (RT)	4
Total		7

Surgical Technology

Students enrolled in Surgical Technology learn to work closely with surgeons, anesthesiologists, and registered nurses in delivering patient care before, during, and after surgery. They acquire skills enabling them to function as a scrub technologist, the sterile member of the surgical team who passes instruments, sutures, and sponges during surgery. They learn strict adherence to aseptic techniques, as well as the care, cleaning, and maintenance of surgical supplies.

The Surgical Technology program is accredited by the Committee on Allied Health Education and Accreditation.

LENGTH OF PROGRAM: 2½ semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall semester

HELPFUL INFORMATION: Surgical Technology students will attend classes Fall semester 1994 (16 weeks), Spring semester 1995 (16 weeks), and Post-Spring session 1995 (6 weeks).

Missoula Vo Tech's Surgical Technology program gives you the abilities you need to become a skilled professional, uniquely prepared for your integral role as part of the surgical team. Graduates of the program are encouraged to take the national examination to become certified.

The Surgical Technology program often has a waiting list for admittance. Interested persons are encouraged to apply one year prior to anticipated school attendance.

TOTAL PROGRAM COSTS: \$2346 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

Fall Semester 1994		Credit
ASC 116	Employment Strategies	1
PSY 110	Psychology of the Workplace	2
SCI 119	Anatomy and Physiology	6
SUR 102	Safe Patient Care and Operating Room Techniques	5
SUR 104	Surgical Technology Lab	1
Total		15

Spring Semester 1995		Credit
SUR 105	Minor and Major Surgical Procedures	10
SUR 192	Clinical Experience (ST)	8
Total		18

Post-Spring Session 1995		Credit
SUR 193	Internship (ST)	4
Total		4

Building Maintenance

As a Building Maintenance student, you learn how to take care of a commercial building, including developing skills in plumbing, painting, electrical work, carpentry, heating and air conditioning, troubleshooting, welding, and more. While in school, you study the physical and electrical theory that allows you to understand how building systems work. In addition, you study masonry, roofing and flooring repair, interior wall repair, lawn care and pruning techniques, and swimming pool and boiler system water treatment.

LENGTH OF PROGRAM: 2 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall semester

ADDITIONAL PROGRAM
OPPORTUNITY:

Students successfully completing the Building Maintenance program satisfy the requirements for the first year of the Building Maintenance Engineering program.

HELPFUL INFORMATION: The Building Maintenance program is located at Missoula Vo Tech's west campus, 3639 South Avenue West.

TOTAL PROGRAM COSTS: \$2071 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

Fall Semester 1994		Credit
BME 120	Electricity I	3
BME 124	Construction Basics I	4
BME 126	Ancillary Services	4
MAT 104	Industrial Math	2
MPR 115	Related Metals Processes	3
Total		16

Spring Semester 1995		Credit
ASC 116	Employment Strategies	1
BME 121	Electricity II	3
BME 125	Construction Basics II	3
BME 129	Heating and Air Conditioning I	4
SCI 117	General Physics I	4
WEL 111	Welding	2
Total		17

Building Maintenance Engineering

Missoula Vo Tech's Building Maintenance Engineering program teaches you how to take care of a commercial building, including developing skills in plumbing, painting, electrical work, carpentry, heating and air conditioning, troubleshooting, welding, and more. While in school, you study the physical and electrical theory that allows you to understand how building systems work. In addition, you study masonry, roofing and flooring repair, interior wall repair, lawn care and pruning techniques, and swimming pool and boiler system water treatment.

You also learn how a building is actually constructed and how to maintain control systems. Heating and air conditioning systems are studied in-depth. You learn the rules and regulations of building codes and specifications and how to read blueprints. Missoula Vo Tech instructors teach you related skills needed on the job such as familiarity with data processing and the use of computers, communication skills, and some personnel supervision and management.

LENGTH OF PROGRAM: 4 semesters

AWARD UPON GRADUATION: Associate of Applied Science Degree

ENTRY TIMES: Fall semester

TOTAL PROGRAM COSTS: \$3692 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

<i>Fall Semester 1994</i>		<i>Credit</i>
BME 120	Electricity I	3
BME 124	Construction Basics I	4
BME 126	Ancillary Services	4
MAT 104	Industrial Math	2
MPR 115	Related Metals Processes	3
<i>Total</i>		<i>16</i>

<i>Spring Semester 1995</i>		<i>Credit</i>
ASC 116	Employment Strategies	1
BME 121	Electricity II	3
BME 125	Construction Basics II	3
BME 129	Heating and Air Conditioning I	4
SCI 117	General Physics I	4
WEL 111	Welding	2
<i>Total</i>		<i>17</i>

<i>Fall Semester 1995</i>		<i>Credit</i>
BME 221	Blueprint Reading	2
BME 222	Building Construction	3
BME 223	Basic Motors and Controls	3
BME 227	HVAC Control Systems	3
COM 111	Business Communications	3
SCI 118	General Physics II	3
<i>Total</i>		<i>17</i>

<i>Spring Semester 1996</i>		<i>Credit</i>
BME 224	Pumps and Piping	2
BME 228	Machine and Equipment Installation	2
BME 229	Heating and Air Conditioning II	5
BME 230	Preventive Maintenance	1
BUS 242	Supervision	3
CRT 101	Introduction to Computers	2
PSY 110	Psychology of the Workplace	2
<i>Total</i>		<i>17</i>

Diesel Equipment Technology

Students enrolling in Missoula Vo Tech's Diesel Equipment Technology program will have the opportunity to study and repair diesel-powered trucks and heavy equipment. The study of hydraulics, electrical systems, fuel systems, power trains, air conditioning, brakes and suspension, engine theory, and engine diagnosis are covered, starting out with basic principles and proceeding to an advanced level of system technology. Along with these core courses, students take classes in welding, machining, computers, physics, and business technology. Students wishing to further their education will be able to transfer many of their credits to Northern Montana College for completion of a four-year Bachelor's Degree in Diesel Technology.

LENGTH OF PROGRAM: 4 semesters

AWARD UPON COMPLETION: Associate of Applied Science Degree

ENTRY TIMES: Fall semester

HELPFUL INFORMATION: Credit for independent study is available to area residents desiring additional instruction in diesel mechanics. Please contact Program Coordinator Jim Headlee at 542-6843 for more information.

The Diesel Equipment Technology program is located at Missoula Vo Tech's west campus, 3639 South Avenue West.

TOTAL PROGRAM COSTS: \$4339 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

Fall Semester 1994		Credit
DET 128	Engine Service I	4
DET 135	Power Trains	7
MAT 104	Industrial Math	2
MPR 115	Related Metals Processes	3
WEL 111	Welding	2
Total		18

Spring Semester 1995		Credit
CRT 101	Introduction to Computers	2
DET 120	Electrical Systems	8
PSY 110	Psychology of the Workplace	2
SCI 117	General Physics I	4
WEL 139	Welding Maintenance and Repair	2
Total		18

Fall Semester 1995		Credit
COM 111	Business Communications	3
DET 221	Brakes, Suspension, and Undercarriage	6
DET 225	Hydraulics	6
SCI 118	General Physics II	3
Total		18

Spring Semester 1996		Credit
ASC 116	Employment Strategies	1
DET 229	Engine Service II	7
DET 230	Air Conditioning	3
DET 231	Fuel Systems	5
Total		16

Heavy Equipment Operation

In Missoula Vo Tech's Heavy Equipment Operation program, you learn how to safely and properly operate and maintain a variety of heavy equipment, including crawler-tractors, graders, scrapers, front-end loaders, excavators, and trucks. You develop an understanding of basic surveying techniques, receive extensive training in safety regulations and procedures, and learn how to handle controls precisely and judge distances accurately.

LENGTH OF PROGRAM: 2 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall semester

HELPFUL INFORMATION: The Heavy Equipment Operation program often has a waiting list for admittance. Interested persons are encouraged to apply one year prior to anticipated school attendance.

The program is located at Missoula Vo Tech's west campus, 3639 South Avenue West.

A SPECIAL NOTE: Many employers require heavy equipment operators to have a Commercial Driver's License. The ability to acquire a license is often subject to age and insurance requirements.

You may opt to take TRK 107 to gain the skills necessary to take the Commercial Driver's License exam. This course will cost an additional \$200 in tuition and course fees.

TOTAL PROGRAM COSTS: \$2342/\$2542 with TRK 107 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

Fall Semester 1994		Credit
HEO 140	Basic Surveying	4
HEO 146	Safety and Basic Controls	5
HEO 148	Operational Skill Building	5
HEO 151	Service and Maintenance	2
MAT 104	Industrial Math	2
Total		18

Spring Semester 1995		Credit
ASC 116	Employment Strategies	1
HEO 142	Applied Surveying	1
HEO 150	Job Simulation	6
HEO 153	Construction Theory and Specialized Equipment	5
MPR 112	Related Metals Processes	1
PSY 110	Psychology of the Workplace	2
TRK 107	Commercial Truck Driving License Training (Optional)	1
WEL 111	Welding	2
Total		19

Small Engine and Equipment Technology

In the Small Engine and Equipment Technology program, you learn to repair and maintain two-and four-stroke cycle engines. You work on chain saws, lawn mowers and trimmers, motorcycles, outboard motors, and snowmobiles. In addition, you learn to replace piston rings, bearings, electrical and carburetion components. Instructors help you acquire the skills needed to perform tune-ups and other service and maintenance work.

LENGTH OF PROGRAM: 2 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall and Spring semesters

HELPFUL INFORMATION: Credit for independent study is available to area residents desiring additional instruction in small engine and equipment technology. Please contact Program Coordinator Jim Lizotte at 542-6842 for more information.

The Small Engine and Equipment Technology program is located at Missoula Vo Tech's west campus, 3639 South Avenue West.

TOTAL PROGRAM COSTS: \$2440 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

Fall Semester 1994		Credit
MAT 104	Industrial Math	2
MPR 115	Related Metals Processes	3
SET 160	Electrical Systems I	3
SET 162	Lawn and Garden Equipment	4
SET 164	Electrical Systems II	2
SET 170	Chain Saws and String Trimmers	3
Total		17

Spring Semester 1995		Credit
ASC 116	Employment Strategies	1
PSY 110	Psychology of the Workplace	2
SET 172	Snow Machine Engines and Components	2
SET 174	Industrial and Heavy Duty Equipment	4
SET 176	Motorcycles and ATVs	4
SET 178	Outboard Motor Repair and Maintenance	3
Total		16

SPRING ENTRY

Spring Semester 1995		Credit
ASC 116	Employment Strategies	1
PSY 110	Psychology of the Workplace	2
SET 172	Snow Machine Engines and Components	2
SET 174	Industrial and Heavy Duty Equipment	4
SET 176	Motorcycles and ATVs	4
SET 178	Outboard Motor Repair and Maintenance	3
Total		16

Fall Semester 1995		Credit
MAT 104	Industrial Math	2
SET 160	Electrical Systems I	3
SET 162	Lawn and Garden Equipment	4
SET 164	Electrical Systems II	2
MPR 115	Related Metals Processes	3
SET 170	Chain Saws and String Trimmers	3
Total		17

Truck Driving

In Missoula Vo Tech's Truck Driving program, you learn how to drive an eighteen-wheeler safely and efficiently. You learn the realities of employment in the commercial trucking industry, the basics of how trucks operate mechanically, and fundamental maintenance procedures. You study state and federal laws and regulations, safety requirements of the job, and completion of necessary industry records. As a student, you drive cab-overs and conventional trucks, pulling flatbeds, vans, and doubles in various road and weather conditions. Students also will study for their Commercial Driver's License (CDL).

LENGTH OF PROGRAM: 8 weeks

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES:
January 10, 1994
March 21, 1994
August 22, 1994
October 24, 1994

Additional entry times may be offered in the summer. Please call Continuing Education at 542-6875 for entry times.

ENTRANCE REQUIREMENTS: Program applicants must have a high school diploma or GED, a valid driver's license, and pass a Department of Transportation physical.

EMPLOYMENT
REQUIREMENTS:

Before enrolling in the Truck Driving program, be aware that most trucking companies will require job applicants to:

- be at least 23 years of age and pass a Department of Transportation physical, including proof of a satisfactory lower back x-ray,
- have no Driving Under the Influence (DUI) convictions on their driving records for the past three years,
- have no more than three speeding violations in the past three years,
- and have completed a training program.

HELPFUL INFORMATION: The Truck Driving program is located at Missoula Vo Tech's west campus, 3639 South Avenue West.

TOTAL PROGRAM COSTS: \$3358 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51. Does not include CDL license fees.

REGISTRATION: The Truck Driving program is offered through the Office of Continuing Education on a cost-recovery basis. All classes are limited to four students. Contact the Continuing Education at 542-6875 to register. Deadlines for registration, including payment of tuition and fees, are December 31, 1993; March 4, 1994; August 5, 1994; and October 7, 1994. Please call for registration deadlines for additional summer classes.

		Credit
TRK 101	Introduction to the Trucking Industry, Laws, Regulations, and Safety	2
TRK 102	Vehicle Maintenance	2
TRK 103	Basic Truck Handling Skills	2
TRK 104	Vehicle Operations	4
TRK 107	Commercial Driver's License Training	1
	Total	11

Welding Technology

Students in Missoula Vo Tech's Welding Technology program study welding as it relates to manufacturing, fabrication, construction, and repair and maintenance of equipment and facilities. They learn to make layouts according to blueprints and specifications. Students also learn to prepare material prior to welding and to apply proper filler metal according to national standards and specifications. Welding students develop skills in six different welding processes --- oxyacetylene, shielded metal arc, gas metal arc, fluxcore arc, submerged arc, and gas tungsten arc welding. They study the design and fabrication of jigs and related fixtures and learn how to test for, inspect, and repair defective welds. In addition, students study metallurgy and understand how the heating and cooling cycles of welding affect the properties of metals.

LENGTH OF PROGRAM: 2 semesters

AWARD UPON GRADUATION: Certificate of Completion

ENTRY TIMES: Fall and Spring semesters

HELPFUL INFORMATION: Welding Technology students have the opportunity to become certified to American Welding Society specifications and receive documentation stating qualifications.

Credit for independent study is available to former students and others with a broad background in welding desiring additional instruction in welding technology. Please contact Program Coordinator Bob Shook at 542-6842 for more information.

The Welding Technology program is located at Missoula Vo Tech's west campus, 3639 South Avenue West.

TOTAL PROGRAM COSTS: \$2055 Includes tuition and fees, books, and additional supplies. Additional supplies are listed on page 51.

FALL ENTRY

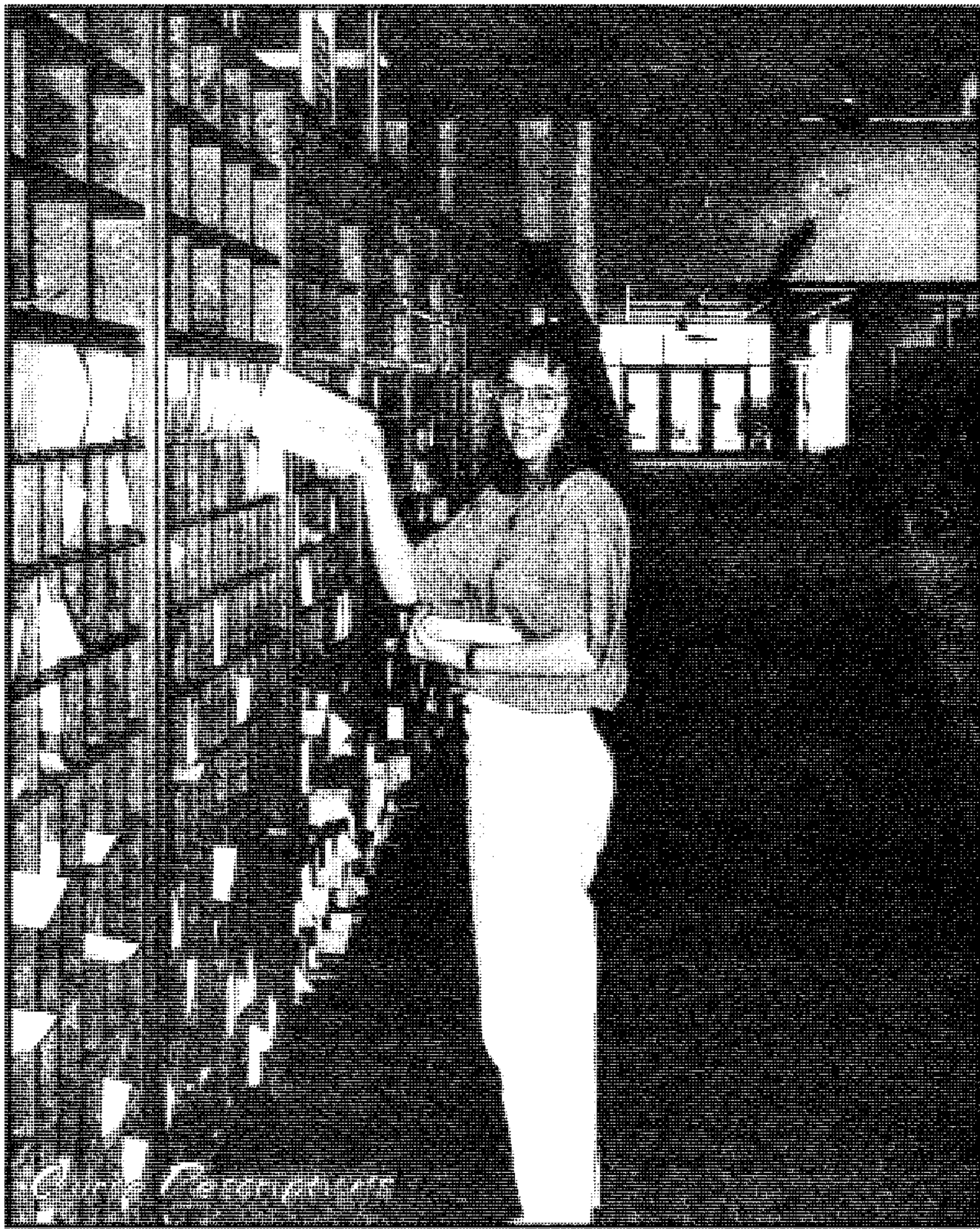
Fall Semester 1994		Credit
ASC 116	Employment Strategies	1
MAT 104	Industrial Math	2
WEL 180	Welding Metallurgy	3
WEL 181	Shielded Metal Arc Welding and Oxyacetylene Welding	4
WEL 183	Gas Metal Arc Welding and Gas Tungsten Arc Welding	4
MPR 114	Related Metals Processes	3
Total		17

Spring Semester 1995		Credit
PSY 110	Psychology of the Workplace	2
WEL 185	Flux Core Arc Welding and Shielded Metal Arc Welding	4
WEL 190	Welding Certification and Codes	3
WEL 192	Blueprint Reading and Development	3
WEL 194	Layout Techniques	2
WEL 199	Fabrication and Automation	4
Total		18

SPRING ENTRY

Spring Semester 1995		Credit
PSY 110	Psychology of the Workplace	2
WEL 185	Flux Core Arc Welding and Shielded Metal Arc Welding	4
WEL 190	Welding Certification and Codes	3
WEL 192	Blueprint Reading and Development	3
WEL 194	Layout Techniques	2
WEL 199	Fabrication and Automation	4
Total		18

Fall Semester 1995		Credit
ASC 116	Employment Strategies	1
MAT 104	Industrial Math	2
MPR 114	Related Metals Processes	3
WEL 180	Welding Metallurgy	3
WEL 181	Shielded Metal Arc Welding and Oxyacetylene Welding	4
WEL 183	Gas Metal Arc Welding and Gas Tungsten Arc Welding	4
Total		17



A College Work Study Program Student

ACC 127 SECRETARIAL ACCOUNTING

Credits: 3

Prerequisite(s): None

An introduction to double-entry accounting with an emphasis on service businesses. Contains entry analysis, journalizing, posting, trial balance, worksheet, financial statements, and closing procedures. A practice set provides practical experience.

ACC 128 ACCOUNTING FOR THE LAW OFFICE

Credits: 3

Prerequisite(s): None

An introduction to double-entry accounting and exposure to entry analysis, journalizing, posting, trial balance, worksheet, financial statements, and closing procedures. A legal practice set will provide experience related to the law office.

ACC 130 PRINCIPLES OF ACCOUNTING

Credits: 3

Prerequisite(s): None

Basic double-entry accounting. Emphasis on analyzing, journalizing, and posting transactions; trial balance, worksheet, financial statements, and adjusting/closing procedures, accounting systems, cash control, and payroll.

ACC 132 ACCOUNTING I

Credits: 4

Prerequisite(s): None

Basic double-entry accounting. Emphasis on analyzing, journalizing, and posting transactions; trial balance, worksheet, financial statements and adjusting/closing procedures, accounting systems and cash control. Includes essential concepts of payroll records, laws governing payroll, and computer applications.

ACC 133 ACCOUNTING II

Credits: 4

Prerequisite(s): ACC 132

Expansion of ACC 132 including receivables, inventories, plant and intangible assets, and expanded liabilities. Includes partnerships, corporations, long-term liabilities, investments in stocks and bonds, and the statement of cash flows.

ACC 230 COMPUTER ACCOUNTING SYSTEMS

Credits: 3

Prerequisite(s): ACC 133

Hands-on experience using the IBM Personal/2 microcomputer for accounting applications. Areas covered include general ledger, accounts receivable, accounts payable, and payroll. Use of Peachtree complete accounting software.

ACC 232 NONPROFIT ACCOUNTING

Credits: 3

Prerequisite(s): ACC 133

Principles of accounting for governmental units, health care organizations, colleges and universities, and other nonprofit organizations.

ACC 234 ACCOUNTING III

Credits: 4

Prerequisite(s): ACC 133

Conclusion of basic accounting sequence including concepts and principles, financial statement analysis, and managerial accounting.

ACC 235 COST ACCOUNTING

Credits: 3

Prerequisite(s): ACC 133

Accounting for materials, labor, and factory overhead using the job order and process costing systems.

ACC 236 INCOME TAX

Credits: 3

Prerequisite(s): ACC 133

An introduction to taxation terminology, basic tax preparation for individuals, and tax implications for individuals, partnerships, and corporations.

ACC 237 ACCOUNTING TOPICS

Credits: 2

Prerequisite(s): ACC 133

Overview of relevant topics including leases, state taxes, wage and hour laws, workers' compensation, credit and collections. Introduction to Montana's State Budgeting Accounting System.

ACC 238 ACCOUNTING INTERNSHIP

Credits: 2

Prerequisite(s): Consent of instructor

On-the-job training in the community in positions related to the accounting field. This experience increases students' skills, prepares them for initial employment, and increases occupational awareness and professionalism. Students work a minimum of 6 hours each week at an approved site and attend a weekly one-hour seminar.

ASC 050 READING SPEED AND COMPREHENSION LAB

Credits: 1

Prerequisite(s): None

Development and upgrading of reading skills to a minimum level required for student success in a specific Missoula Vo Tech program. The lab is developmental in nature and assumes that the student has no serious reading skill deficiency that is in need of remediation.

ASC 060 STUDY SKILLS

Credits: 1

Prerequisite(s): None

A presentation of the study skills needed by the student to be competitive in higher education. The skills taught will be approached directly from the standpoint of their application

to Missoula Vo Tech courses. Topics include memory and learning, study reading techniques, study management, listening and notemaking; and test taking.

ASC 070 BASIC MATH REVIEW

Credits: 1

Prerequisite(s): None

Introduction, review, and/or development of basic mathematical concepts required and used by all Missoula Vo Tech programs. Topics to be taught include fractions, decimals, conversions, ratio/proportion, and percents. Other topics may be added at instructor's discretion.

ASC 080 COUNSELING

Credits: 1

Prerequisite(s): None

Individual sessions and some group testing and interaction dealing with school-related problems and the forming of realistic occupational goals. Attitudes, aptitudes, interests, values, and alternatives to existing career goals will be explored. Student achievement in other Academic Boot Camp courses is reviewed and discussed weekly to give students a measure of their progress.

ASC 116 EMPLOYMENT STRATEGIES

Credits: 1

Prerequisite(s): None

Development of skills needed to locate, obtain, and retain a job. A job search plan is created which includes resume and cover letter development, application completion, interview techniques, and various marketing strategies and job outlooks.

BME 120 ELECTRICITY I

Credits: 3

Prerequisite(s): None

The electrical laws and principles pertaining to the DC and AC circuits. Includes current, voltage, resistance, power, inductance, capacitance, and transformers. Introduction to wiring methods and materials in conformance with the National Electric Code (NEC). Includes installation and replacement of light fixtures, heaters, GFCI's, switches, receptacles, and electrical thermostats.

BME 121 ELECTRICITY II

Credits: 3

Prerequisite(s): BME 120

Continuation of wiring methods and materials in conformance with the National Electric Code (NEC). Presents fundamentals of mechanical and electrical installations, with emphasis on tool use and material selection. Includes fundamental 120v single-phase and 240v single and three-phase alternating current, design wiring techniques, advanced lighting principles, generators, and motors.

BME 124 CONSTRUCTION BASICS I

Credits: 4

Prerequisite(s): None

Application of plumbing, masonry, roofing, and flooring principles and the identification and safe uses of associated tools and materials.

BME 125 CONSTRUCTION BASICS II

Credits: 3

Prerequisite(s): None

Application of carpentry, painting, and glazing principles and techniques. Emphasis is placed on developing skills commonly used in maintaining commercial buildings; for example, door hanging, window glass repair, and installing sheetrock, ceilings, hardware, paneling, and cabinets.

BME 126 ANCILLARY SERVICES

Credits: 4

Prerequisite(s): None

Maintenance principles pertaining to lawns, groundcovers, trees, swimming pools, and building cleaning. Emphasis is placed on safe application of chemicals and maintenance frequency.

BME 129 HEATING AND AIR CONDITIONING I

Credits: 4

Prerequisite(s): None

The fundamentals of heating, ventilating, and air conditioning. Covers heating and refrigeration cycles, refrigerants, and components used in associated systems. Introduces the basic mechanical service procedures used in the industry.

BME 221 BLUEPRINT READING

Credits: 2

Prerequisite(s): None

The fundamental working drawings used in the trades and crafts. Emphasizes recognition of various types of drawings, and developing interpretation skills. Introduction to drafting equipment, lettering techniques, sketching, basic dimensioning, scale reading, and geometric construction.

BME 222 BUILDING CONSTRUCTION

Credits: 3

Prerequisite(s): BME 125

The design and construction of foundation, floor, wall, ceiling, and roof systems. Includes platform and balloon framing, headers, joists, studs, rafters, sheathing, trusses, and roof types. Includes overview of Uniform Building Code.

BME 223 BASIC MOTORS AND CONTROLS

Credits: 3

Prerequisite(s): BME 121 and BME 129

A survey of the various types of motors and protective devices. Included are single-phase capacitor start, capacitor start and run, shaded-pole tap-wound, and three-phase motors. Emphasis is placed on motor control problems and protective devices.

BME 224 PUMPS AND PIPING

Credits: 2

Prerequisite(s): BME 124

Discussion of centrifugal, rotary, reciprocating, and special service pumps. Includes single and multistage, cavitation, balancing, bearings, packings, clearances, mechanical seals, and problem troubleshooting. The piping section covers hot water, cold water, gas, compressed air, fire protection, waste, drain, and specialty piping. Discussion of installation tools, safety, materials, fittings, sizing, fixtures, and basic design. Includes an overview of the Uniform Plumbing Code.

BME 227 HVAC CONTROL SYSTEMS

Credits: 3

Prerequisite(s): SCI 117 and BME 129

Introduction to bimetallic, bourdon tube, remote bulb, CAB, thermocouple, thermistor, and thermopile measuring devices. Temperature and pressure control devices are related to the operation of heating, ventilating, and air conditioning equipment. Two position and proportional pneumatic control systems are presented, as well as pneumatic transmission. Computerized management systems for energy conservation are discussed.

BME 228 MACHINE AND EQUIPMENT INSTALLATION

Credits: 2

Prerequisite(s): SCI 117 and SCI 118

Tools and procedures for installing, leveling, and aligning equipment and machinery. Mechanical advantage formulas presented in physics are demonstrated. Included are safe loads for ropes, jacks, slings, and blocks and tackles. Skills pertaining to the proper use of ladders, scaffolds, safety belts, and life nets used in maintenance work are discussed.

BME 229 HEATING AND AIR CONDITIONING II

Credits: 5

Prerequisite(s): BME 129

Advanced study of heating, ventilation, and air conditioning principles. Includes combustion process, heat flow, temperature measurements, gas laws, system evacuation and charging, humidification, and air balancing. Includes overview of Uniform Mechanical Code.

BME 230 PREVENTIVE MAINTENANCE

Credits: 1

Prerequisite(s): None

Concepts of equipment maintenance to prevent breakdowns and unscheduled downtime. Includes equipment inspection, maintenance scheduling, and non-destructive testing methods.

BUS 103 PRINCIPLES OF BUSINESS

Credits: 3

Prerequisite(s): None

Introduction to the world of business. Includes the American business systems, capitalism, and the economic environment. Examines

the types of business organizations, management, marketing, production, labor, financing, and business/governmental relations.

BUS 107 FASHION AND DESIGN

Credits: 3

Prerequisite(s): None

A comprehensive look into the fashion world's history and trends and insight into the industry's past and present designers and their influence on fashion today. Includes the study of the textile industry and operation, the identification of fibers and fabrics and the elements of design in both the textile and apparel markets.

BUS 109 VISUAL MERCHANDISING AND DISPLAY

Credits: 2

Prerequisite(s): None

Introduction to various techniques used by retailers in the merchandising and displaying of goods. Analysis of different approaches and methods for effectiveness in actual retail settings. Includes display principles of balance, color, and focal point statements.

BUS 112 PROFESSIONAL SALES

Credits: 2

Prerequisite(s): None

Includes the steps in opening, presenting, demonstrating, handling objections, and closing the sale.

BUS 113 PSYCHOLOGY OF SELLING

Credits: 3

Prerequisite(s): None

Development of selling techniques which are used by many of the world's best companies and explanation of why they work. Includes the psychological reasons that prevent a prospect from purchasing a product or service and the techniques to motivate a prospect to buy.

BUS 125 PRINCIPLES OF MARKETING

Credits: 3

Prerequisite(s): None

An overview of marketing activities including the consumer buying decision process, distribution channels, the planning process, and new marketing trends.

BUS 135 BUSINESS LAW

Credits: 2

Prerequisite(s): None

An overview of law as it applies to business transactions with an emphasis on Montana law. Topics include the nature and source of law, courts and procedure, contracts, sales, agency and employment, commercial paper, bailments, property, and business organizations.

BUS 179 TEXTILES

Credits: 2

Prerequisite(s): None

A study of the textile industry and its operation, the production of fibers from raw materials to

finished products, fiber and fabric identification, the care of fabrics, garment construction, and consumer laws relevant to the textile industry.

BUS 224 ADVERTISING AND PROMOTION

Credits: 3

Prerequisite(s): None

Exposure to the history and fundamentals of advertising; in-depth exploration of advertising media, budget plans, ad campaign designs, and in-house promotion designs; and the production of actual radio, television, and print advertising.

BUS 242 SUPERVISION

Credits: 3

Prerequisite(s): None

The supervisor's role in management, organizing, staffing, and training of personnel as well as managing problem performance. It includes motivating employees, improving departmental productivity as well as the legal concerns of supervision.

BUS 243 PRINCIPLES OF MANAGEMENT

Credits: 3

Prerequisite(s): None

Management theory, research, and the practice of management. Topics covered include leadership styles and techniques, effective communication approaches, time management, decision making, delegation, and the basic functions of supervisory skills.

BUS 245 BUSINESS ECONOMICS

Credits: 3

Prerequisite(s): None

Microeconomic principles of resource allocation and income distribution with emphasis on price and output determination, production costs, market structures, and international economics. Application of economic reasoning to such issues as market failure, taxation, anti-trust and regulation, agriculture, income inequality, unionism, and discrimination.

BUS 246 MERCHANDISE PLANNING AND CONTROL

Credits: 3

Prerequisite(s): None

Emphasis is on a structured inventory control system that will allow for more accurate sales forecasting, improved loss prevention, and more effective store merchandising. Includes effective systems for the buying process and purchasing negotiations and procedures.

BUS 248 MARKET SEMINAR

Credits: 1

Prerequisite(s): Instructor consent required

Firsthand experience with the buying process in an actual market environment. Includes a trip to Seattle, Washington to attend the Pacific Northwest Apparel Association show held at the Seattle International Trade Center. Students will simulate purchasing activities for a

fictitious business using a dollar plan. Minimum and maximum enrollments required. Fundraising is required of all students.

BUS 250 ENTREPRENEURSHIP

Credits: 3

Prerequisite(s): None

An overview of the skill areas and business principles needed to start and operate a small business. Includes developing a business plan, identifying sources of capital formation, managing growth, and marketing issues related to new ventures.

BUS 299 RETAIL MANAGEMENT INTERNSHIP

Credits: 2

Prerequisite(s): One-Year Certificate in Sales and Marketing or Fashion Sales and Marketing and consent of instructor

On-the-job training in the community in positions related to each student's career goal in retail management. This experience increases students' skills, prepares them for initial employment, and increases occupational awareness. Students work a minimum of 6 hours each week at an approved site and attend a weekly one-hour seminar.

COM 111 BUSINESS COMMUNICATIONS

Credits: 3

Prerequisite(s): None

Emphasizes the language principles most applicable in the business world. Rules and conventions that enhance or impair communications between people are highlighted. Practice material is provided to help students apply the rules. Students will further develop their communication skills and basic writing principles in creating correspondence.

COM 145 INTRODUCTION TO WRITING

Credits: 2

Prerequisite(s): None

Basic writing skills covering composition and formatting of routine communication including letters, memos, and summary reports. Emphasis on vocabulary enlargement, correct word usage, sentence structure, spelling, punctuation, and proofreading.

COM 160 ORAL COMMUNICATIONS

Credits: 3

Prerequisite(s): None

Introduction to oral communication skills, not limited to but including public speaking, needed to help the student succeed in the oral communication aspects of the occupation for which (s)he is preparing. Focus is on the organization, delivery, and retention of oral messages.

COM 205 TECHNICAL WRITING

Credits: 3

Prerequisite(s): None

An introduction to technical writing, including writing letters and a research paper. Emphasis

is on the use of clear, correct, and straightforward language in writing, and on the correct use and placement of graphs and tables to enhance reader understanding.

COM 220 TRAINING TECHNIQUES

Credits: 3

Prerequisite(s): COM 160, COM 205 or consent of instructor

The practical application of adult learning theory to documenting procedures, creating user guides, writing instructions, developing courses, using tutorials, evaluating and using training materials, and giving effective oral presentations. Students will prepare and deliver mini-courses to develop these skills.

CRT 100 COMPUTER BASICS

Credits: 1

Suggested Prerequisite: Touch typing skills recommended

Includes computer terminology, introduction to hardware and software, and an introduction to DOS. The introduction to DOS involves the students in using the operating system efficiently to work with their system and organize their data/information on disks.

CRT 101 INTRODUCTION TO COMPUTERS

Credits: 2

Prerequisite(s): None

An introduction to computer terminology, hardware, and software. Includes basic micro-computing applications commonly used in business and industry.

CRT 102 PRINCIPLES OF DATA PROCESSING

Credits: 3

Prerequisite(s): None

Introduction to the basic components of all computer systems which consist of input, processing, output, and storage. Emphasis is placed on hardware, understanding software, and using the microcomputer. Students will gain experience using DOS, a word processing software package, spreadsheets, and database on the IBM Personal System/2 and an integrated software system.

CRT 105 DATA PROCESSING MATH

Credits: 3

Prerequisite(s): Completion of or concurrent enrollment in CRT 102, MAT 103

Studies problem solving and problem-solving tools such as flowcharts, mathematics relevant to solution and simplification of business situations and computer programs, arithmetic and conversion operations in binary, octal, and hexadecimal numeration systems. Includes introduction to Boolean algebra and logic.

CRT 110 DATA ENTRY

Credits: 3

Prerequisite(s): Completion of or concurrent enrollment in SEC 108

Responsibilities and duties of data entry operators in a data processing installation. Includes practice on on-line and microcomputer data entry. Minimum course requirements include preparation of programs for the equipment and entering data at a minimum rate of 10,000 keystrokes per hour. Emphasis is on speed and accuracy. Hardware used is IBM AS/400 and IBM Personal System/2.

CRT 113 DATA COMMUNICATIONS

Credits: 3

Prerequisite(s): CRT 102

This course presents the basic concepts of data communications including transmission of data, rules that regulate the communication flow, types and capabilities of computer networks, and network architecture.

CRT 114 WORD PROCESSING

Credits: 2

Prerequisite(s): SEC 107

Use of WordPerfect software package on the IBM Personal System/2 for direct-screen creating and editing. Emphasizes understanding of word processing functions needed to produce business forms, business correspondence, mail merging, columnar projects, and reports. Printer operation included.

CRT 121 BASIC

Credits: 4

Prerequisite(s): CRT 102, and completion of or concurrent enrollment in CRT 105

An introduction to programming using BASIC, a beginner's programming language. Emphasis is on problem-solving techniques which include stating the problem, planning the logic, coding the program, keying and debugging the program. Structured programming is stressed. Hardware used is IBM Personal System/2.

CRT 140 OPERATING SYSTEMS

Credits: 3

Prerequisite(s): None

Introduces students to the DOS operating system using the IBM Personal System/2. Emphasis will be on basic understanding of capabilities of DOS, use of disks, back-up, memory management, directories, batch files, path techniques to facilitate efficient use of secondary storage, set up of buffers, and most used commands.

CRT 142 COMPUTER OPERATIONS

Credits: 4

Prerequisite(s): CRT 102

Hardware functions and operations of a modern generation computer. Introduction to the IBM AS/400 system and its use by a computer operator. Emphasis on the operation and observation of the computer and the techniques

for effective use of the various essential hardware devices and disk systems software options.

CRT 188 COMPUTERS AND LAW

Credits: 3

Prerequisite: CRT 114 or SEC 114

Introduction to DOS and a variety of software packages to include word processing, spreadsheets, and database. IBM Personal System/2 is used.

CRT 190 LOTUS 1-2-3

Credits: 3

Prerequisite: SEC 107 or touch typing skills

Basics of Lotus 1-2-3 software, a popular spreadsheet/graphics/database business software package. Emphasis on use of the spreadsheet and graphics. Hardware used is IBM Personal System/2.

CRT 191 DOS AND DATABASE

Credits: 2

Prerequisite(s): SEC 114, CRT 114, or CRT 190

Basic introduction to the Disk Operating System (DOS) operation system using the IBM Personal System/2. Use of database software and does not involve programming.

CRT 200 ADVANCED BUSINESS LOTUS

Credits: 2

Prerequisite(s): ACC 132 and CRT 190

Emphasis on the development of spreadsheet models (templates) that solve problems as varied as bank reconciliations, cash flows, depreciation schedules, and financial statements. Activities include writing formulas and utilizing range names and macros.

CRT 201 DATABASE APPLICATIONS

Credits: 2

Prerequisite(s): CRT 102

Use of a popular database software package on the IBM AS/400 to solve business problems. Covers basic database management systems operations, data organization, file structure, report generation, indexing, queries, and file operations. Students will be introduced to database management concepts that determine how to design and set up an efficient database.

**CRT 205 FOOD SERVICE MANAGEMENT
COMPUTER APPLICATIONS**

Credits: 2

Prerequisite: CRT 100

Basics of food service computer applications. Use of the computer in food service management settings. Software applications such as Lotus 1-2-3 spreadsheets and graphics will be covered.

CRT 228 SYSTEMS ANALYSIS

Credits: 4

Prerequisite(s): CRT 121 and CRT 290

Presentation of system analysis and design techniques. Planning, input design, output design, file descriptions, and analysis of needed programs will be covered. A simulated

business system design project will be developed; CASE software will be used.

CRT 240 ADVANCED OPERATING SYSTEMS

Credits: 1

Prerequisite(s): CRT 140 or consent of instructor

Applies advanced Disk Operating System (DOS) concepts and commands to include hardware configuration and utilities. Hardware used is IBM Personal System/2.

CRT 260 DESKTOP PUBLISHING CONCEPTS

Credits: 3

Prerequisite(s): CRT 114 or SEC 114, or consent of instructor

Uses WordPerfect and Pagemaker software to create projects with columns, headings, borders, boxes, graphics, and text using acceptable elements of layout and design. Visual appeal and accuracy is emphasized.

CRT 281 NETWORK MANAGEMENT

Credits: 2

Prerequisite(s): CRT 113 or consent of instructor

Combines theory of data communications to network topologies and configurations with various peripherals for shared logic and shared resource systems. Novell Netware software capabilities will be introduced. The concepts of networking PCs and PC to mainframe will be introduced. Topics include set-up, interfaces, memory management, maintenance, system security, and ethics.

**CRT 285 MICROCOMPUTER MAINTENANCE
AND TROUBLESHOOTING**

Credits: 1

Prerequisite(s): CRT 113 and CRT 240

Presents techniques for maintaining computer hardware, software, and peripherals. Hands-on activities stress upgrading, expanding, and troubleshooting problems. Course is off-campus with a technician in an actual shop environment.

CRT 290 MICROCOMPUTER APPLICATIONS

Credits: 4

Prerequisite(s): CRT 114 or SEC 114, CRT 190, and CRT 201, or consent of instructor

Use of spreadsheet, database, word processing, and graphics to solve advanced business problems. Efficient use of commands and utilities procedures with integrated packages, and file importing from database, word processing, graphics, and spread sheet software. Students use case studies to simulate business decision processes for selection of hardware and software. Also covered are electronic mail, messages, calendaring, Windows, presentation graphics, forms design, screens, menus, and data entry techniques.

CRT 292 DATA PROCESSING INTERNSHIP

Credits: 2

Prerequisite(s): Consent of instructor

On-the-job training in the community in positions related to each student's career goal in the computer field. This experience increases students' skills, prepares them for initial employment and advancement on the job, and increases occupational awareness and professionalism. Students work a minimum of 6 hours each week at an approved site and attend a weekly one-hour seminar.

CRT 293 DATABASE

Credits: 4

Prerequisite(s): CRT 123, and completion of or concurrent enrollment in CRT 224

Skill development in writing programs to access a database using management system calls. Utilities include a query language for access without programming effort, an interactive program for the creation and maintenance of a data dictionary, and an inform process for generating reports from a database. Hardware used is the IBM AS/400.

CRT 295 C LANGUAGE

Credits: 2

Prerequisite(s): CRT 121

Introduces the basics of C Language including the syntax and structure of C language programs. Students learn to write programs using the IBM Personal System/2 microcomputers, applying and further developing their understanding of the language.

CUL 151 INTRODUCTION TO FOODS

Credits: 1

Prerequisite(s): None

An introduction to the food service industry. Emphasis on fundamentals such as a basic knowledge of foods, their classifications, specifications, cooking methods, and preparations. Includes safety, sanitation, personal hygiene, nutrition, and terminology.

CUL 152 FOOD PRODUCTION AND DEMONSTRATION

Credits: 2

Prerequisite(s): None

Hands-on preparation of food items, use and maintenance of equipment as it pertains to CUL 151.

CUL 156 DINING ROOM PROCEDURES

Credits: 3

Prerequisite(s): CUL 151 and CUL 152

An introduction to the basic foundations of dining room service and protocol. These techniques are practiced in the dining room using various types of service. Also included is instruction of personal hygiene, mathematics, and basic culinary terminology that is related to dining room service.

CUL 157 PANTRY AND GARDE MANGER

Credits: 3

Prerequisite(s): CUL 151 and CUL 152

Identification of a large variety of fresh greens, vegetables, and fruits, their general and specific use, standards of quality, preparation, and presentation. Also covered are salad dressings, cold sauces, appetizers, finger sandwiches, pates, gelatins, mousses, as well as banquet and buffet presentation.

CUL 158 SHORT ORDER COOKERY

Credits: 3

Prerequisite(s): CUL 151 and CUL 152

Hands-on experience in all facets of short order cookery. Emphasis on coordination, speed, presentation, and basic food preparations as well as cooking methods.

CUL 160 SOUPS, STOCKS, AND SAUCES

Credits: 3

Prerequisite(s): CUL 151 and CUL 152

Hands-on preparation of basic soups, stocks, sauces, glazes, thickening agents, and garnishes.

CUL 161 MEATS AND VEGETABLES

Credits: 3

Prerequisite(s): CUL 151 and CUL 152

Hands-on experiences with the fundamental cooking methods.

CUL 162 STOREROOM PROCEDURES

Credits: 3

Prerequisite(s): CUL 151 and CUL 152

Various storeroom functions and procedures as they relate to the kitchen and management controls.

CUL 175 INTRODUCTION TO FOOD SERVICE SANITATION

Credits: 1

Prerequisite(s): None

Proper methods for safe and legal food preparation and service.

CUL 185 ADVANCED COOKERY

Credits: 1

Prerequisite(s): None

Course introduces, through lecture and demonstration, various international cuisines. Emphasis is on difficult and elaborate presentations.

CUL 265 BAKING

Credits: 4

Prerequisite(s): CUL 151 and CUL 152 or consent of instructor

An introduction to basic raised-dough recipes and bakery procedures, pastries, and desserts. Presentation and cooking methods will be emphasized.

CUL 270 PURCHASING PROCEDURES AND COST CONTROLS

Credits: 5

Prerequisite(s): CUL 151, CUL 152, CUL 156, CUL 157, CUL 158, CUL 160, CUL 161, CUL 162, CUL 170, and MAT 266, or consent of instructor

Principles and practices concerning the purchasing of foods, supplies, and materials; based on the methods of buying, specifications, determining needs, and availability.

CUL 271 MENU LAYOUT, DESIGN, AND ANALYSIS

Credits: 5

Prerequisite(s): CUL 151, CUL 152, CUL 156, CUL 157, CUL 158, CUL 160, CUL 161, CUL 162, CUL 170, and MAT 266, or consent of instructor

Techniques and knowledge to develop menus that will be compatible with the various types of food establishments. Layout which includes physical characteristics, merchandising, appearance, and promotional value. Emphasis on the menu being the foundation for the facility design. Analysis includes pricing methods and profit potential.

CUL 272 SANITATION MANAGEMENT

Credits: 2

Prerequisite(s): None

Principles and practices of sanitation management in the food industry. Emphasis on management responsibilities, including food, people, the micro-world, contamination and infection, pests and vermin, facility cleanliness, and the training of employees.

CUL 280 PSYCHOLOGY OF MANAGEMENT AND SUPERVISION

Credits: 3

Prerequisite(s): MAT 266 or consent of instructor

Duties and responsibilities of a supervisor as they pertain to the food service industry. Includes communication, organization, planning, staffing, directing, and controlling skills.

CUL 295 NUTRITION

Credits: 3

Prerequisite(s): None

The study of nutrition as it pertains to the food service industry. Emphasis on the six nutrients, their sources, functions, and cooking methods that retain maximum nutritional values.

DET 120 ELECTRICAL SYSTEMS

Credits: 8

Prerequisite(s): None

The theory of AC/DC electricity including Ohm's Law, magnetism, wiring diagrams, and circuit analysis. Starting, charging, and related systems will be covered in depth using test equipment commonly found in heavy equipment repair facilities. Electronic systems also will be reviewed and tested using common electronic test equipment.

DET 128 ENGINE SERVICE I

Credits: 4

Prerequisite(s): None

An introduction to the construction and operation of internal combustion engines, with the diesel engine being examined in great detail. The use of measuring tools and related special tools will be covered extensively along with common manufacture rebuild procedures. Start-up and running practices will be demonstrated on various running diesel engines.

DET 135 POWER TRAINS

Credits: 7

Prerequisite(s): None

Chassis and drive train components used in light and heavy duty trucks and other equipment. Clutches, manual transmissions, torque converters, power shift transmissions, automatic transmissions, differentials, and final drives are covered.

DET 221 BRAKES, SUSPENSION, AND UNDERCARRIAGE

Credits: 6

Prerequisite(s): None

Air brake design, construction and operating principles including an in-depth study of diagnostic procedures for troubleshooting and repair of brake systems. Suspension systems and undercarriage design and repair will be covered along with common axle alignment procedures found in industry.

DET 225 HYDRAULICS

Credits: 6

Prerequisite(s): None

Theory and application of hydraulics relative to mobile construction equipment. Includes valves, pumps, motors, actuators, and related hydraulic components, system maintenance, troubleshooting, and repair.

DET 229 ENGINE SERVICE II

Credits: 7

Prerequisite(s): DET 128

A continuation of Engine Service I with a major emphasis being placed on the rebuilding of a diesel engine. Engine components repair and failure analysis will be reviewed along with tune-up and running of diesel engines commonly found in the heavy equipment trade. Shop flat rate procedures, work order procedures, and warranty requirements will be covered.

DET 230 AIR CONDITIONING

Credits: 3

Prerequisite(s): DET 120

Study of the theory of refrigeration and air conditioning principles and the laws that govern the air conditioning industry. Diagnosis and repair of commonly found systems are studied in-depth. Charging and evacuating a system, component testing and repairing, controls, and electrical systems are covered.

DET 231 FUEL SYSTEMS

Credits: 5

Prerequisite(s): None

A comprehensive study of diesel fuel injection systems to include: Cummins, Roosa Master, Caterpillar, Detroit Diesel, and Bosch. Disassembly and repair of these systems will be covered in depth along with calibration practices. Installation, timing, and on-engine adjustments will be made on diesel engines. On-engine diagnosis of the fuel systems using special diesel engine diagnostic tools will be reviewed.

DET 233 ENGINE DIAGNOSIS

Credits: 5

Prerequisite(s): DET 231

An in-depth study of diesel engine diagnostic principles using special diagnostic tools. Electronic engine systems will be studied along with diagnostic procedures used to troubleshoot and repair these systems.

EET 101 DIRECT AND ALTERNATING CURRENT THEORY

Credits: 7

Prerequisite(s): None

A study of current flow, direct current circuits, and concepts of power. The course presents work with magnetic circuits and introduces time-varying currents. Standard circuit theorems are introduced with various methods of circuit analysis and problem solving.

EET 103 SEMICONDUCTOR CIRCUITS

Credits: 7

Prerequisite(s): EET 101

An in-depth coverage of diode, bipolar transistors, and field effect transistor circuits which are used in electronics applications. The study and analysis of the components and circuits used in semiconductor electronics.

EET 110 OPERATING SYSTEMS

Credits: 3

Prerequisite(s): None

An introduction to microcomputer operating systems. Course includes history of Disk Operating System (DOS) including CP/M, MS/PC DOS through MS/PC DOS 5.0, DR-DOS 5 and 6, DOS versions/changes, commands, command groups, shells, files file names, I/O redirection, special keys, system configuration, batch files, path and directories, programming of hot keys, programming special application files to create .EXE files, and an introduction to networking in Novell and Unix.

EET 225 MICROCOMPUTER PROGRAMMING

Credits: 3

Prerequisite(s): None

An introduction to microcomputer programming using a basic interpreter (GW-BASIC). Course includes planning, flowcharting, formatting, coding, and debugging basic computer programs using ANSI command set.

EET 227 COMPUTER FUNDAMENTALS

Credits: 4

Prerequisite(s): EET 103

Course covers I²L, TTL, and CMOS circuits, memories, charge coupled devices and microprocessors, with combinational and sequential circuits, MOS, and linear circuits. A study of Boolean algebra, binary numbers, binary codes, and the analysis of the basic components and circuits used in semiconductor switching.

EET 228 INSTRUMENTATION

Credits: 7

Prerequisite(s): EET 103

A study of industrial measuring and process control instrumentation. Experience in basic electrical measurement using the equipment normally found in any electrical or electronic shop area.

EET 232 MICROPROCESSORS

Credits: 4

Prerequisite(s): EET 227

A study of the complexities and power of machine language programming, hardware input/output interfacing and microprocessor operations and design applications. The course is complemented with an individual student trainer utilizing a 6800 microprocessor.

EET 234 AUTOMATIC CONTROLS

Credits: 4

Prerequisite(s): EET 227

A study of the terminology and components used in automatic control of industrial machines and industrial processes. The servo-mechanism is used as a representative control system. The usage of transducers and computers in representative automatic control systems in the industrial measuring and process control setting will be emphasized.

EET 240 ROBOTICS

Credits: 3

Prerequisite(s): Completion of or concurrent enrollment in EET 232 and EET 234, or consent of instructor

A study of the physical and operating characteristics of a robot. Identify and describe the components of a hydraulic power supply, pneumatics power supply, and various types of servo control systems. Program a typical robot using the on-line programming method through a teaching pendant, the off-line programming method through a computer, and a typical robot workstation.

EET 260 DATA COMMUNICATIONS

Credits: 4

Prerequisite(s): EET 103

Principles, applications, and theory of data communication systems. Concepts and terminology; analog and digital channel characteristics; signaling techniques for AC and DC signaling; code uses, advantages, and disadvantages; error detection and correction;

modulation techniques; multiplexing techniques; transmission media; the organization and operation of the telephone network; various data transmission networks; electrical connections and standards for common data communication standards; communications protocols in common use; security; and common network theory and applications.

EET 270 ELECTRONIC COMMUNICATIONS
Credits: 3

Prerequisite(s): None

An introduction to electronic communications theory as required for professional licensure for the FCC/General Radio Telephone, National Association of Broadcasters, and others. Topics include vacuum state devices, power supplies, oscillators, audio frequency amplifiers, radio frequency amplifiers, basic radio transmitters, amplitude modulation, frequency modulation, AM and FM receivers, antennas, batteries, standard broadcast, mobile radio, general radio/electronic theory, testing, and troubleshooting of various electronic circuits and equipment.

HEO 140 BASIC SURVEYING
Credits: 4

Prerequisite(s): None

Basic principles of surveying and the use of surveying equipment such as level rods, engineers' levels, and transits. Basic principles for measurement of angles and distance.

HEO 142 APPLIED SURVEYING
Credits: 3

Prerequisite(s): HEO 140

Students will plan and layout projects undertaken by the program within the community. The student will participate in staking and controlling the project by using skills acquired in HEO 140. Emphasis will be on earthwork surveying.

HEO 146 SAFETY AND BASIC CONTROLS
Credits: 5

Prerequisite(s): None

Orientation to the safe operation and basic control of crawler-tractors, scrapers, front-end loaders, motor graders, backhoes, trucks, and other heavy equipment units. Sufficient time will be allowed for the development of basic machine operation skills.

HEO 148 OPERATIONAL SKILL BUILDING
Credits: 5

Prerequisite(s): HEO 146

Advancement of basic skills in a more meaningful job-type situation. Proper understanding and operation of heavy equipment will be pursued. Time will be allowed for development of proper operational techniques.

HEO 150 JOB SIMULATION
Credits: 6

Prerequisite(s): HEO 146 and HEO 148

Incorporates learned skills into entry-level, job-type industrial situations. Emphasis is on advanced equipment usage, problem definition and resolution, project-type earth moving assignments, proper equipment, and safety regulations. Course may allow participation in cooperative project efforts within the community.

HEO 151 SERVICE AND MAINTENANCE
Credits: 2

Prerequisite(s): None

A study of the different types of lubricants and their applications, scheduled and preventive maintenance procedures, and importance of periodic services and maintenance. Also included will be study of safety procedures, regulations, and first aid.

HEO 153 CONSTRUCTION THEORY AND SPECIALIZED EQUIPMENT

Credits: 5

Prerequisite(s): MAT 104

A study of the various industries in which the students may be employed, and the different types of equipment and equipment applications they will be required to use. Various earth moving principles will be studied along with production estimations, power requirements, and equipment cost calculations.

LEG 179 LEGAL TERMINOLOGY
Credits: 2

Prerequisite(s): None

A study of the legal vocabulary in common use in the legal profession. Spelling, pronunciation, and definitions are emphasized with the use of self-evaluations and transcription from prerecorded cassettes.

LEG 180 LEGAL PROCEDURES
Credits: 3

Prerequisite(s): Completion of or concurrent enrollment in LEG 179

A study of law office procedures including an introduction to law and the role and interaction of attorneys, legal assistants, and legal secretaries. Emphasis is placed on legal document preparation, fees and billing, records management, general office duties, and professionalism.

LEG 187 INTRODUCTION TO LEGAL RESEARCH

Credits: 1

Prerequisite(s): Acceptance into program or consent of instructor

Introduction to legal research focusing on how to find, use, understand, and correctly cite law library resources.

LEG 190 CIVIL LITIGATION I
Credits: 2

Prerequisite(s): LEG 180

Basic study of the legal assistant and/or legal secretary's role in civil litigation including consideration of ethical matters, professionalism, case preparation, file organization, preparation of draft complaints, discovery, motions, jury instructions with emphasis on trial preparation, settlement, and appeal.

LEG 192 CONTRACTS
Credits: 2

Prerequisite(s): None

Sources of law affecting the formation, enforceability, and interpretation of contracts. Includes the necessary elements of a contract, the basic doctrines of contract law, and practical approaches to drafting a contract.

LEG 194 TORTS
Credits: 2

Prerequisite(s): None

Practical applications of tort theory and law, concentrating on basic principles which apply to situations common to general legal practice.

LEG 195 LEGAL ETHICS
Credits: 2

Prerequisite(s): None

An introduction to ethics for the legal assistant including confidentiality, legal assistant-attorney relationship, fee arrangements, Code of Professional Conduct, attorney-client privilege, fiduciary responsibilities, and public service.

LEG 197 LEGAL RESEARCH AND WRITING I
Credits: 2

Prerequisite(s): LEG 187

Application of legal research to case problems with emphasis on accurate research and effective writing of the results of that research.

LEG 270 REAL ESTATE
Credits: 1

Prerequisite(s): LEG 180

An introduction to Montana real estate law and to common real estate transactions in the law office emphasizing procedural aspects of financing methods, and document preparation for a typical transfer of real estate.

LEG 271 CIVIL LITIGATION II
Credits: 2

Prerequisite(s): LEG 190

Advanced study of the legal assistant's role in civil litigation, with emphasis on trial techniques, settlement of lawsuits, and appeal procedures.

LEG 272 LEGAL TOPICS
Credits: 3

Prerequisite(s): LEG 180 or consent of instructor

Introduction to the role of legal assistants and legal secretaries in the areas of workers'

compensation, social security, and wrongful termination.

LEG 273 CRIMINAL PROCEDURES

Credits: 3

Prerequisite(s): None

A study of criminal prosecution and defense representation with an overview of criminal law principles. Training in criminal procedure involving felonies and misdemeanors in federal, Montana, and municipal courts.

LEG 274 INDIAN LAW

Credits: 2

Prerequisite(s): None

A study of Indian rights, tribal courts, jurisdiction, service of process, and other issues involving Indian reservations.

LEG 278 REAL ESTATE TOPICS

Credits: 1

Prerequisite(s): LEG 270

Advanced study of personal property and real estate practices, procedures, and documents for title closing, foreclosure, landlord-tenant, quiet title, eminent domain, zoning, tax appeals, and water rights transfers.

LEG 279 LEGAL RESEARCH AND WRITING II

Credits: 2

Prerequisite(s): LEG 197

Researching legal issues using all the law library resources with an introduction to electronic research on WESTLAW. Drafting legal memorandum of law and other legal documents.

LEG 280 LEGAL RESEARCH AND WRITING III

Credits: 2

Prerequisite(s): LEG 279

Researching government documents and regulations, more advanced training in electronic research methods using WESTLAW, and advanced writing techniques as applied to persuasive writing.

LEG 283 TRIAL PREPARATION

Credits: 3

Prerequisite(s): LEG 190

Collecting and preserving evidence, locating witnesses, jury selection, trial notebook development, post-trial assistance, and investigative techniques.

LEG 285 FAMILY LAW

Credits: 1

Prerequisite(s): LEG 180

Introduction to legal assisting and secretarial procedures in dissolution of marriage and adoption with emphasis on document preparation.

LEG 286 ADVANCED FAMILY LAW

Credits: 1

Prerequisite(s): LEG 285

Detailed analysis of family and domestic issues under Montana law including common law marriage, declaration of invalidity (annulment), joint and sole custody arrangements, modification of custody and support, Uniform Reciprocal Enforcement of Support Act (URESA), grandparental visitation, child abuse and neglect, and adoption.

LEG 287 COLLECTIONS AND BANKRUPTCY

Credits: 1

Prerequisite(s): LEG 180

Basic procedures in debt collection and bankruptcy law practice. Includes study of small claims court, execution, garnishment, attachment, and bankruptcy documents.

LEG 288 ESTATES AND PROBATE

Credits: 1

Prerequisite(s): LEG 180

Study of legal secretarial and legal assisting procedures relating to wills, estates, and Montana probate proceedings with emphasis on document preparation.

LEG 294 CORPORATIONS AND PARTNERSHIPS

Credits: 1

Prerequisite(s): LEG 180

Legal procedures in Montana corporations, partnerships, business entities, and contracts with emphasis on document preparation.

LEG 298 LEGAL ASSISTING INTERNSHIP

Credits: 2

Prerequisite(s): Consent of instructor

On-the-job experience as a legal assistant trainee under the supervision of an employer, attorney, or court official. This experience increases students' skills, prepares them for initial employment and advancement on the job, and increases occupational awareness and professionalism. Students work a minimum of 6 hours each week at an approved site and attend a weekly one-hour seminar.

MAT 101 BASIC MATH

Credits: 1

Prerequisite(s): None

Introduction and review of mathematical concepts needed for successful completion of specialized math courses with specific programs. Topics include fractions, decimals, percents, ratios, proportions, and measurement.

MAT 102 BASIC ALGEBRA

Credits: 1

Prerequisite(s): MAT 101

Continuation of MAT 101. Topics include basic algebraic concepts. Completion of MAT 101 and MAT 102 is the equivalent of MAT 103.

MAT 103 MATH FUNDAMENTALS

Credits: 2

Prerequisite(s): None

Introduction and review of mathematical concepts necessary for success in specific occupational fields. Topics include fractions, decimals, percents, ratios, proportion, and basic algebraic concepts.

MAT 104 INDUSTRIAL MATH

Credits: 2

Prerequisite(s): None

Designed to provide the mathematical background necessary for success in the industrial areas. Topics covered include fractions, decimals, percent, ratio, proportion, and measurement. Other specialized topics will be covered according to specific program need.

MAT 105 BUSINESS MATH APPLICATIONS

Credits: 2

Prerequisite(s): MAT 103

Study and practice of electronic printing and display calculators and their applications to business mathematics. Basic machine operations including the touch method, purchasing and pricing merchandise, taxes, insurance, simple and compound interest, bank records, and credit are included.

MAT 107 ELECTRONICS MATH I

Credits: 4

Prerequisite(s): Algebra background recommended

An integrated treatment of mathematical topics on algebra and trigonometry found necessary for a sound mathematical background for the technician. Numerous applications for the technical fields have been included to indicate how and where mathematical techniques are used.

MAT 108 ELECTRONICS MATH II

Credits: 4

Prerequisite(s): MAT 107

A continuation of MAT 107. An integrated treatment of mathematical topics in algebra, trigonometry, analytic geometry, differentiation, and elementary transcendental functions. Numerous applications for the technical fields have been included to indicate how and where mathematical techniques are used.

MAT 122 MATH FOR NURSING

Credits: 2

Prerequisite(s): None

A review of fractions, decimals, ratios, and proportions followed by a study of apothecary, household, and metric conversion factors and application of these in accurately solving dosage problems enabling safe administration of oral medicines and injectable drugs.

MAT 133 MERCHANDISING MATH

Credits: 2

Prerequisite(s): None

Use of mathematical concepts in retailing. Specific application of these concepts to mark-ups/markdowns, inventory turnover, and other basic formulas.

MAT 153 FOOD PRODUCTION MATH

Credits: 2

Prerequisite(s): None

Basic mathematical processes including fractions, decimals, percents, ratios, proportions, and measures relative to menus, portions, and production costs.

MAT 172 INTRODUCTION TO ALGEBRA

Credits: 3

Prerequisite(s): MAT 103

Solution of linear equations with one or two unknowns, operations with polynomials and rational expressions.

MAT 266 FOOD SERVICE**MANAGEMENT MATH**

Credits: 3

Prerequisite(s): MAT 153

Special emphasis is placed on the costs of doing business, including food, labor, space, and utilities. The student learns how to prepare budgets and profit and loss statements.

MPR 112 RELATED METALS PROCESSES (HEQ)

Credits: 1

Prerequisite(s): None

Use of hand tools and machines which relate to the repair of heavy equipment. Instruction covers fasteners, layout, bench metal, threads and threading, drills and drilling, and tool sharpening.

MPR 114 RELATED METALS PROCESSES (WT)

Credits: 3

Prerequisite(s): None

Instruction and use of drills, files, threads and threading processes, basic lathe, drill press, and band saw operation, including precision measuring instruments. Fasteners, layout procedures, and basic hand tools are covered.

MPR 115 RELATED METALS PROCESSES (BME, DET, SET)

Credits: 3

Prerequisite(s): None

A basic metalworking course covering fasteners, layout, bench metal, heat treating, threads and threading, drills and drilling, basic machining, and tool sharpening.

NUR 100 INTRODUCTION TO HEALTH PROFESSIONS

Credits: 1

Prerequisite(s): None

Introduction to a variety of professions within the health care system. Gender equity and cultural diversity issues, employment

expectations, job opportunities, job safety, ethical/legal concerns, and future local and regional trends are covered.

NUR 150 NUTRITION

Credits: 2

Prerequisite(s): None

The study of nutritional needs throughout the life cycle and nursing measures to assist in the meeting of those needs in health or stress/disease. Practical evaluation of personal nutrition will be emphasized as preparation for nursing intervention.

NUR 151 MEETING PSYCHOSOCIAL NEEDS

Credits: 1

Prerequisite(s): Completion of First Semester Core Courses and Concurrent Enrollment in NUR 152

Introduces student to the concepts of human behavior as related to biological, psychosocial, and cultural factors. Stress, stress reduction techniques, and mental health concepts are included. Nursing interventions for maintaining mental health based upon the nursing process and interpersonal communication are discussed. Issues such as chemical dependency, grief, pain, death and dying, human sexuality, maladaptive behaviors and a variety of treatment modalities including psychotropic medications.

NUR 152 MEETING HUMAN NEEDS THROUGH FUNDAMENTAL NURSING SKILLS

Credits: 5

Prerequisite(s): Completion of First Semester Core Courses and Concurrent Enrollment in NUR 153

Introduction to nursing as a health profession and fundamental concepts of nursing such as the nursing process, wellness promotion, cultural diversity, and therapeutic communication to meet basic client needs. Included are theories, principles, and skills necessary to provide basic client care in all clinical settings, applying the nursing process. On-campus laboratory practice is provided to implement and demonstrate basic nursing knowledge and skills.

NUR 153 FUNDAMENTAL NURSING SKILLS CLINICAL

Credits: 2

Prerequisite(s): Completion of First Semester Core Courses and Concurrent Enrollment in NUR 152

Supervised clinical experience in the care of the geriatric client. Application of nursing principles and skills within the framework of the nursing process and nursing theory to meet basic human needs of the older client.

NUR 154 MEETING HUMAN NEEDS THROUGH THE USE OF PHARMACOLOGICAL PRODUCTS I

Credits: 2

Prerequisite(s): NUR 151, NUR 152, NUR 153, NUR 157, and Concurrent Enrollment in NUR 155 and NUR 156

Background in the fundamental principles of pharmacology and medication administration as a possible means to meet human needs. Identification of broad medication categories using the prototype approach. Pharmacologic actions, uses, nursing implications, and client teaching for medications are addressed within the context of the nursing process.

NUR 155 MEETING ADULT PHYSIOLOGICAL NEEDS I

Credits: 5

Prerequisite(s): NUR 151, NUR 152, NUR 153, NUR 157, and concurrent enrollment in NUR 154 and NUR 156

Application of nursing theories, principles, and skills to meet the basic human needs of adult clients experiencing common recurring actual or potential health deviations. The nursing process provides the framework to synthesize aspects of communication, ethical/legal issues, cultural diversity, and optimal wellness. On-campus laboratory experience is provided.

NUR 156 MEETING ADULT PHYSIOLOGICAL NEEDS CLINICAL I

Credits: 2

Prerequisite(s): NUR 151, NUR 152, NUR 153, NUR 157, and Concurrent Enrollment in NUR 154 and NUR 155

Supervised care of the adult client in the acute setting with emphasis on use of nursing assessments, the nursing process, and communication skills to assist in identifying needs, planning, providing, and evaluating care.

NUR 157 MEETING HUMAN NEEDS DURING THE AGING PROCESS

Credits: 1

Prerequisite(s): Completion of First Semester Core Courses and Concurrent Enrollment in NUR 152

Introduction to the special needs of the elderly population. Emphasis on understanding and assessing normal and abnormal changes experienced by the geriatric client; how nursing care is altered using the nursing process to meet changing needs; and the use of medications, the developmental tasks, and the psychosocial needs of this population.

NUR 164 MEETING HUMAN NEEDS THROUGH THE USE OF PHARMACOLOGICAL PRODUCTS II

Credits: 2

Prerequisite(s): All Second Semester Courses and Concurrent Enrollment in NUR 165 and NUR 166

Continuation of NUR 154. Continues the study of medication prototype groups to meet

human needs. The nursing process as a framework for understanding actions, use, nursing implications, and client teaching continues as a major conceptual theme.

NUR 165 MEETING ADULT PHYSIOLOGICAL NEEDS II

Credits: 5

Prerequisite(s): All Second Semester Courses and Concurrent Enrollment in NUR 164 and NUR 166

Continuation of NUR 155. Additional content on meeting needs of adult clients experiencing common, recurring actual or potential health deviations. Integration and application of previously learned knowledge and skills, including communication, ethical/legal issues, cultural diversity, and optimal wellness using the nursing process. On-campus laboratory experience is included.

NUR 166 MEETING ADULT PHYSIOLOGICAL NEEDS CLINICAL II

Credits: 2

Prerequisite(s): All Second Semester Courses and Concurrent Enrollment in NUR 164 and NUR 165

Supervised clinical experience in meeting the health needs of the adult client in a variety of settings. The professional responsibilities of the LPN in long-term care are emphasized. Expanded assessment and communication skills are stressed. The nursing process continues to be used in directing the nursing care given.

NUR 167 MEETING BASIC HUMAN NEEDS OF THE FAMILY

Credits: 2

Prerequisite(s): All Second Semester Courses and Concurrent Enrollment in NUR 168

Emphasis on meeting needs of the family throughout the childbearing years. Includes basic needs of the pregnant woman and the child from infancy through adolescence. Increased development of nursing skills based on principles and facts related to these portions of the life span. Skills include appropriate aspects of the nursing process, communication, normal human growth and development, cultural diversity, and ethical/legal issues and behavior.

NUR 168 MEETING BASIC HUMAN NEEDS OF THE FAMILY CLINICAL

Credits: 2

Prerequisite(s): All Second Semester Courses and Concurrent Enrollment in NUR 167

A sequence of planned learning experiences is provided to identify basic human needs of the childbearing family and to plan, provide, and evaluate the individualized nursing care in a supervised clinical assignment.

NUR 169 NURSING TRENDS AND ISSUES I

Credits: 1

Prerequisite(s): All Second Semester Courses

Seminar on the transition from the student role to that of the graduate nurse. Communica-

tion skills, exploration of leadership roles, and ethical/legal and professional responsibilities are covered. Readiness for taking the licensure examination is included.

NUR 170 NURSING TRENDS AND ISSUES II

Credits: 1

Prerequisite(s): All Second Semester Courses and NUR 169

Continuation of NUR 169 to prepare the student to move to the graduate nurse role. Skills necessary to locate, obtain, and retain employment are stressed. Regulations such as the State Nurse Practice Act as they relate to nursing practice are covered. A readiness test for the NCLEX-PN examination is administered to assess the student's preparation to take the licensing examination.

POL 146 AMERICAN GOVERNMENT AND POLITICS

Credits: 3

Prerequisite(s): None

A survey of the processes and institutions of American government. Emphasis is on constitutional development and the constitutional bases of governmental powers and limitations. Topics include the three branches of government, separation of powers, judicial review, commerce, express and implied powers, civil rights, interest groups, movements, political parties, and state government.

PSY 110 PSYCHOLOGY OF THE WORKPLACE

Credits: 2

Prerequisite(s): None

A foundation in the psychological processes that influence behavior of people in work settings. Focus is on perception, motivation, communication, stress management, and conflict management within the workplace.

RES 120 ETHICS AND HEALTH COMMUNICATIONS

Credits: 1

Prerequisite(s): None

An introduction to ethical issues in health care as well as a brief overview of communication techniques. Both written and oral communications in such areas as charting procedures and interpersonal relations will be emphasized.

RES 129 PATIENT CARE AND ASSESSMENT

Credits: 1

Prerequisite(s): None

An introduction to nursing-related knowledge and skills for such procedures as hand-washing, taking vital signs, patient safety, masking, gowning, and gloving as it applies to tracheal aspiration, isolation, sputum collection, and trach care. Assessment of the respiratory system is also covered along with an introduction to medical terminology.

RES 131 RESPIRATORY THERAPY THEORY I

Credits: 4

Prerequisite(s): None

An orientation to basic respiratory therapy science beginning with a short history, cleaning and sterilization techniques, gas law theory and calculations, and pharmacology. Emphasis is then placed on theory and operation of related equipment including the following: aerosol generators, humidifiers, ultrasonic nebulizers, oxygen, regulators, flowmeters, incentive spirometers, pulse oximeters, IPPB therapy, CPAP and oxygen delivery devices, and EKG equipment.

RES 132 RESPIRATORY THERAPY THEORY II

Credits: 4

Prerequisite(s): RES 131

A continuation of RES 131. Such topics as arterial blood gases, pulmonary functions, volume ventilators, airway care, CPR, and tracheal aspiration are covered.

RES 140 CARDIOPULMONARY DIAGNOSTICS AND INTERPRETATION

Credits: 1

Prerequisite(s): None

Knowledge and interpretation of cardiopulmonary diagnostic and laboratory tests. Interpretation and use of test results in clinical practice. Theory and mechanics of arterial blood gas machines are stressed.

RES 195 RESPIRATORY THERAPY LABORATORY I

Credits: 1

Prerequisite(s): Completion of or concurrent enrollment in RES 131, or consent of instructor

Basic clinical competencies for respiratory care are studied in a laboratory setting. Lecture and demonstration are included. Emphasis is placed on psychomotor skills for the following procedures: IPPB therapy, compressed gas cylinder safety, chest physiotherapy, hyperinflation therapy, humidity, aerosol, and oxygen therapy.

RES 197 RESPIRATORY THERAPY LABORATORY II

Credits: 2

Prerequisite(s): RES 195

Advanced clinical lab competencies for respiratory care are studied in a laboratory setting. Lecture and demonstration are included. Emphasis is placed on psychomotor skills for the following areas: ABG analysis, intubation, extubation, tracheal aspiration, tracheostomy care, manual resuscitators, static and dynamic compliance, mechanical ventilation, special ventilatory management procedures, and pulmonary functions. Orientation to the following volume ventilators is covered: MA-1, MA 2+2, Puritan-Bennet 7200, Servo 900C, and Siechrest. Orientation to x-ray interpretation is included with an introduction to computer-assisted clinical simulation examinations. Students attend

the Montana State Society for Respiratory Care State meeting. The registration fee is included in the course fee.

RES 198 CLINICAL EXPERIENCE I (RT)

Credits: 6

Prerequisite(s): RES 129, RES 131, RES 140, and RES 195

Performance in the following competency areas: disinfection and sterilization, medical gas therapy, communication skills, chest physiotherapy, breathing exercises, aerosol therapy, lung expansion techniques, and pulse oximetry. Emphasis is placed on the student directly performing the clinical skills in a patient care setting.

RES 199 CLINICAL EXPERIENCE II (RT)

Credits: 5

Prerequisite(s): RES 198

A continuation of clinical skills learned in RES 198 and additional competency in the following areas: airway care, ABG puncture, tracheal aspiration, ventilatory management, patient assessment, and communication skills.

RES 202 RESPIRATORY PHYSIOLOGY

Credits: 4

Prerequisite(s): RES 131

An in-depth study of the macro and micro anatomy of the respiratory system with a focus on structure and function. Other topics which include calculations of pertinent physiological parameters as applicable to clinical practice are: the mechanics and regulation of ventilation, gas exchange and transport, the ventilatory aspects of acid-base problems, and nutritional assessment. Finally, the dynamics of the cardiac and pulmonary systems are brought into focus as a single and integrated unit.

RES 225 PHARMACOLOGY (RT)

Credits: 2

Prerequisite(s): RES 131

An introduction to pharmacology as related to the cardiopulmonary system. Emphasis is placed on dosage, adverse effects, indications, and contraindications, as well as dosage calculations.

RES 232 RESPIRATORY PATHOLOGY AND DISEASE I

Credits: 1

Prerequisite(s): RES 226

An in-depth analysis of cardiopulmonary diseases with emphasis on pathology and specific treatment. Students are also expected to prepare a case study and write a research paper.

RES 233 RESPIRATORY PATHOLOGY AND DISEASE II

Credits: 1

Prerequisite(s): RES 232

A continuation of RES 232 to include pulmonary neoplasms, acute respiratory failure, shock, sleep disorders, and nutrition.

RES 241 PEDIATRICS AND PERINATOLOGY

Credits: 1

Prerequisite(s): RES 132

A study of perinatal and pediatric respiratory care with emphasis on fetal development, resuscitation and care of the newborn, and pediatric diseases. Application of infant and pediatric ventilators is included.

RES 242 HOME CARE AND RESPIRATORY MANAGEMENT

Credits: 1

Prerequisite(s): RES 132

A study of pulmonary rehabilitation and home care. Departmental organization and administration procedures are included. Given an assigned topic, students are expected to prepare and present a lecture to the rest of the class. Students also must take an Entry Level Self-Assessment Exam and a Clinical Simulation Self-Assessment Exam as required for program accreditation.

RES 250 RESPIRATORY THERAPY SEMINAR

Credits: 1

Prerequisite(s): None

Discussion of current journal articles, equipment, and case studies. A variety of topics will be covered and basic technical writing will be emphasized. A field trip to the Bird Airlodge and design lab may be scheduled.

RES 251 CLINICAL EXPERIENCE III (RT)

Credits: 4

Prerequisite(s): RES 199

Performance in more advanced clinical skill areas such as: basic hemodynamic monitoring and calculations, special ventilatory procedures, basic x-ray interpretation, co-oximetry, and bidirectional communication with physician. Each student is scheduled to observe open heart surgery, cardiac catheterization, and one-on-one physician rounds.

SCI 115 ANATOMY

Credits: 3

Prerequisite(s): None

Structures of the human body and their basic functions.

SCI 117 GENERAL PHYSICS I

Credits: 4

Prerequisite(s): MAT 104

Principles of matter and its properties including units, velocity, acceleration, forces, momentum, vectors and trigonometry.

SCI 118 GENERAL PHYSICS II

Credits: 3

Prerequisite(s): SCI 117

Principles of work, energy, simple machines, rotation, concurrent and non-concurrent forces, sound, and light.

SCI 119 ANATOMY AND PHYSIOLOGY

Credits: 6

Prerequisite(s): None

Basic knowledge necessary for students in health related programs. Emphasis is on normal anatomy and physiology with presentation of basic concepts in chemistry and microbiology as they relate to human anatomy and physiology.

SCI 120 TECHNICAL PHYSICS I

Credits: 4

Prerequisite(s): None

An introductory study of models, measurements, vectors, motion in a straight line, motion in a plane, Newton's laws of motion, application of Newton's laws, and circular motion and gravitation.

SCI 121 TECHNICAL PHYSICS II

Credits: 4

Prerequisite(s): SCI 120

An introductory study of work and energy, impulse and momentum, rotational motion, equilibrium of a rigid body, elasticity, heat, and thermodynamics.

SEC 106 BUSINESS RECORDS CONTROL

Credits: 1

Prerequisite(s): None

Safe and systematic arrangement and storage of materials so they can be located quickly and easily when needed. Emphasis on the rules for alphabetic filing. Charge-out, transfer, and storage controls are covered.

SEC 107 KEYBOARDING

Credits: 1

Prerequisite(s): None

Basic operation of the microcomputer and WordPerfect, the complete alphabetic keyboard, number and symbol keyboard, vertical and horizontal centering, letter styles and envelopes, and build speed and accuracy on paragraph material.

SEC 108 KEYBOARDING APPLICATIONS

Credits: 2

Prerequisite(s): SEC 107

Skill development in preparing a variety of communication documents which include various letter formats, memos, reports, and tables. Students make decisions in format design to promote a blending of skill, knowledge, and practical application. WordPerfect is used with the IBM Personal System/2 Model 25 or 30. Speed and accuracy is emphasized.

SEC 114 WORD PROCESSING

Credits: 4

Prerequisite(s): SEC 108

WordPerfect software package used on the IBM Personal System/2 for creating and editing to produce business forms, business correspondence, mail merges, columnar projects, and reports. Business-related application projects, graphics, printer operation, and drills and

timings which build speed and accuracy are included.

SEC 120 TRANSCRIPTION AND TEXT EDITING

Credits: 2

Prerequisite(s): SEC 108 and COM 111

Techniques of accurate and rapid transcription from taped material. Both typewriters and IBM Personal System/2 computers are used as input devices. Includes making formatting and printing decisions with various types of business correspondence. Increases competency in spelling, grammar, and punctuation.

SEC 140 SPEEDWRITING

Credits: 3

Prerequisite(s): None

Principles of Speedwriting Shorthand including outlines, brief forms, abbreviations, and phrasing. Dictation and transcription are developed.

SEC 153 INSURANCE PROCESSING

Credits: 3

Prerequisite(s): Completion of or concurrent enrollment in SEC 161, or consent of instructor

Preparation and processing of the following insurance forms: Medicare, Medicaid, Indian Health, CHAMPUS, Workers' Compensation, Blue Cross and Blue Shield, and health maintenance organizations. Emphasis is on the total insurance billing picture including procedural and diagnostic coding to obtain maximum reimbursement.

SEC 154 BEGINNING MEDICAL TERMINOLOGY

Credits: 2

Prerequisite(s): None

A medical word building system using Greek and Latin word roots, combining forms, prefixes, and suffixes for formation of common medical terms.

SEC 155 MEDICAL SOFTWARE APPLICATIONS

Credits: 1

Prerequisite(s): SEC 153, completion of or concurrent enrollment in SEC 161, or consent of instructor

A simulated computer practice using IBM Personal System/2 microcomputers and a medical software system to enter and update patient data, enter charges, payments and adjustments, and generate insurance claims, statements, and management reports.

SEC 161 MEDICAL OFFICE PROCEDURES

Credits: 4

Prerequisite(s): None

Basic attitudes and skills required for employment in a medical or dental office, clinic, or hospital. Focus is on reception duties, telephone techniques, appointment making, billing and collecting procedures, processing financial and medical records, hospital ward secretary

functions and techniques, and basic medical assistance techniques.

SEC 175 WORKPLACE ISSUES

Credits: 3

Prerequisite(s): None

Comprehensive study of the office environment and development of competencies to succeed in the business world. Emphasis on office technology, office relationships and policies, ergonomics, workplace issues, business ethics, time management, stress management, mail processing, office equipment and reprographics, and special office tasks.

SEC 183 LEGAL TRANSCRIPTION I

Credits: 3

Prerequisite(s): LEG 180

Basic training in legal transcription by completion of a workbook and a series of 57 letters and legal documents. Includes operation of transcribers and development of correct techniques. Spelling, grammar, punctuation, legal terminology, and correct formatting will be emphasized.

SEC 216 MEDICAL TERMINOLOGY

Credits: 2

Prerequisite(s): SEC 154, and completion of or concurrent enrollment in SEC 115

A system approach to medical word building including pathology of body systems, pharmacology, abbreviations, and special procedures such as radiographic, surgical, and laboratory. Systems covered are musculoskeletal, urogenital, female reproductive, endocrine, and nervous. Units on special senses and oncology are included. This course is designed to give students increased skills in correctly writing spoken medical terms.

SEC 256 MEDICAL TRANSCRIPTION I

Credits: 3

Prerequisite(s): SEC 108, and completion of or concurrent enrollment in SEC 216

Transcription of medical histories, letters, and other prerecorded medical dictation in correct medical format. Includes operation of transcribers, efficient transcription techniques, review of spelling, grammar, punctuation, and medical vocabulary, and efficient use of reference books. Workbook assignments are included in the course.

SEC 257 MEDICAL TRANSCRIPTION II

Credits: 3

Prerequisite(s): SEC 114 and SEC 256

Advanced medical transcription using WordPerfect on the IBM Personal System/2 microcomputer with emphasis on speed and accuracy in completing surgical, radiology and pathology reports, discharge summaries, and autopsy reports. AMRA Medical Transcriptionist Certificate awarded upon successful completion.

SEC 270 MEDICAL TERMINOLOGY

Credits: 2

Prerequisite(s): SEC 154, and completion of or concurrent enrollment in SEC 119

A system approach to medical word building including pathology of body systems, pharmacology, abbreviations, and special procedures such as radiographic, surgical, and laboratory. Systems covered are integumentary, gastrointestinal, respiratory, cardiovascular, and hematolymphatic. This course is designed to give students increased skills in correctly writing spoken medical terms.

SEC 275 LEGAL COMMUNICATIONS

Credits: 1

Prerequisite(s): SEC 183

Composition and preparation of routine written legal communications including letters and memos. Emphasis on correct word usage, sentence structure, spelling, punctuation, format, and proofreading.

SEC 284 LEGAL TRANSCRIPTION II

Credits: 3

Prerequisite(s): SEC 183

Advanced legal transcription on microcomputers with emphasis on legal documents and pleadings using references, take-in materials, and legal citations. Students work from instructor and lawyer-dictated cassettes involving actual cases.

SEC 292 SECRETARIAL INTERNSHIP

Credits: 2

Prerequisite(s): Consent of instructor

On-the-job training in the community in positions related to each student's career goal in the secretarial field. This experience increases students' skills, prepares them for initial employment and advancement on the job, and increases occupational awareness and professionalism. Students work a minimum of 6 hours each week at an approved site and attend a weekly one-hour seminar.

SEC 293 MEDICAL OFFICE INTERNSHIP

Credits: 3

Prerequisite(s): Consent of instructor

On-the-job training in the community in positions related to each student's career goal in the medical office field. This experience increases students' skills, prepares them for initial employment and advancement on the job, and increases occupational awareness and professionalism. Students work a minimum of 160 hours at an approved site and attend a weekly one-hour seminar.

SET 160 ELECTRICAL SYSTEMS I

Credits: 3

Prerequisite(s): None

Instruction includes the study of small engine electrical systems, their components, and the testing of these components using the multimeter and other electrical test equipment.

Included are magnetism, basic electricity, ignition systems, spark plugs, and batteries.

SET 162 LAWN AND GARDEN EQUIPMENT
Credits: 4

Prerequisite(s): None

Specific instruction is given on lawn mowers, trimmers, rototillers, and their related components as used in home and commercial lawn and garden care. The use of parts manuals, repair manuals, and microfiche is included.

SET 164 ELECTRICAL SYSTEMS II
Credits: 2

Prerequisite(s): SET 160

Ignition systems, cranking motors, charging systems, electrical troubleshooting, and reading wiring diagrams are all covered in detail for the types of machines and equipment being repaired in the lab.

SET 170 CHAIN SAWS AND STRING TRIMMERS
Credits: 3

Prerequisite(s): None

Detailed instruction is given in the major overhaul, repair, tune-up, and maintenance of major brands of chain saws as well as bar maintenance and repair, chain sharpening, and troubleshooting.

SET 172 SNOW MACHINE ENGINES AND COMPONENTS
Credits: 2

Prerequisite(s): None

The maintenance and repair of snowmobile engines, drive units, tracks, suspension, frames, brakes, and other related components are covered.

SET 174 INDUSTRIAL AND HEAVY DUTY EQUIPMENT
Credits: 4

Prerequisite(s): None

Instruction is given on larger heavy duty engines and equipment such as pumps, generators, welders, and riding tractors. Related units include gear and hydrostatic transmissions, pump repair, gaseous fuel systems, failure analysis, and cylinder boring.

SET 176 MOTORCYCLES AND ATVS
Credits: 4

Prerequisite(s): None

A study of the operation, function, and repair of engines, frames, suspension, brakes, and wheels of the major brands as well as the procedures involved in diagnosis and repair of these units.

SET 178 OUTBOARD MOTOR REPAIR AND MAINTENANCE
Credits: 3

Prerequisite(s): None

Instruction includes classroom and lab activities on powerheads, lower units, water

pumps, tune-up, storage, and propping of outboard motors of 50 h.p. and under.

SUR 102 SAFE PATIENT CARE AND OPERATING ROOM TECHNIQUES
Credits: 5

Prerequisite(s): None

A study of the responsibilities of the surgical technologist in the circulating assistant and scrub roles and related nursing procedures as they relate to Association of Operating Room Nurses standards of practice. Includes a study of medical terminology.

SUR 104 SURGICAL TECHNOLOGY LAB
Credits: 1

Prerequisite(s): Concurrent enrollment in SUR 102

Orientation to the physical organization of the surgical suite, observation of surgical procedures, and demonstration of operating room techniques.

SUR 105 MINOR AND MAJOR SURGICAL PROCEDURES
Credits: 10

Prerequisite(s): SUR 102 and SUR 104

A study of specific procedures in 12 surgical specialties through the preoperative, operative, and postoperative stages. Included are minor general surgery; scopic-diagnostic; gastric-intestinal; orthopedic; genito-urinary; obstetric/gynecology; ophthalmic; cardiovascular; thoracic; neurological; plastic-constructive; and ear, nose, and throat.

SUR 192 CLINICAL EXPERIENCE (ST)
Credits: 8

Prerequisite(s): SUR 104 and concurrent enrollment in SUR 105

Performance of a safe level of knowledge and demonstration of surgical technique through assisting in circulating and scrub roles. Progression from first scrub on minor procedures to first scrub on major procedures. Written case studies required for each procedure.

SUR 193 INTERNSHIP (ST)
Credits: 4

Prerequisite(s): SUR 192

Additional competency of surgical scrub techniques by performing in a variety of major procedures through preceptorship at various surgical facilities throughout the state, and taking "call" for emergency surgeries.

TRK 101 INTRODUCTION TO THE TRUCKING INDUSTRY, LAWS, REGULATIONS, AND SAFETY
Credits: 2

Prerequisite(s): None

Industry background, demands and needs, qualifications, and disqualifications of professional drivers. Exposure to problems and benefits of commercial truck operation. Trip planning, hours of service regulations, state and federal laws, legal aspects of commercial

truck operations, industry documentation, and federal driver requirements are covered.

TRK 102 VEHICLE MAINTENANCE
Credits: 2

Prerequisite(s): None

Practical experience in preventive maintenance methods and techniques such as oil changes, chassis lubrication, brake adjustment, and basic troubleshooting.

TRK 103 BASIC TRUCK HANDLING SKILLS
Credits: 2

Prerequisite(s): None

Operation of seven basic truck control and operational systems. Activities are directed toward the student gaining a working knowledge of basic over-the-road mechanical operation. Basic operational experiences of turning, backing, starting, stopping, hooking, and unhooking. Development of basic tractor/trailer handling skills.

TRK 104 VEHICLE OPERATIONS
Credits: 4

Prerequisite(s): TRK 101, TRK 102, and TRK 103

Concentrated over-the-road activities centered on safe highway operation of tractor/trailer vehicles. Skill development in backing, driving, and shifting. Time will be divided between city, rural, and mountain driving, and in moderate and extreme operating conditions. Students will attend industry orientations and operating practice sessions.

WEL 111 WELDING
Credits: 2

Prerequisite(s): None

Basic and intermediate processes of shielded metal arc welding (SMAW) and oxyacetylene welding are covered in flat, horizontal, and vertical positions in a variety of joint configurations. Instruction in the oxyacetylene cutting process with lecture and demonstrations covering gas tungsten arc welding (GTAW) and gas metal arc welding (GMAW) processes.

WEL 139 WELDING MAINTENANCE AND REPAIR
Credits: 2

Prerequisite(s): WEL 111 and MPR 115

This course combines the skills gained in welding and machine shop for practical applications such as repairing a broken cylinder block. Major emphasis will be placed on repair techniques. Common repair procedures using machine shop and welding equipment will be demonstrated.

WEL 180 WELDING METALLURGY
Credits: 3

Prerequisite(s): None

Covers the manufacturing of iron and steel. Examination of physical and mechanical properties. Phase changes with the application of heating and cooling cycles. Ferrous crystal

types and properties. Suggested welding procedures for low, medium and high carbon steels, alloy steels, and cast iron.

WEL 181 SHIELDED METAL ARC WELDING AND OXYACETYLENE WELDING

Credits: 4

Prerequisite(s): None

Theory and operation of Shielded Metal Arc Welding (SMAW) and Oxyacetylene Welding (OAW). This course has two instructional tracks depending upon the student's program entry date. All students, regardless of entry date, will cover the theory and operation of Oxyacetylene Welding (OAW) and cutting equipment; the welding of low carbon steel using correct safety procedures, setup and rod manipulation to construct welds of butt and lap design in flat, horizontal, and vertical positions; Oxyacetylene cutting and gouging of plate to specifications; and brazing and soldering of ferrous and nonferrous materials.

Track A (for students entering Fall semester) provides theory and operation of Shielded Metal Arc Welding (SMAW). Welding of low carbon steel using correct safety procedures, proper setup and rod manipulation, proper machine adjustment to construct and weld joints of butt, lap, corner and tee design in the flat, horizontal, and vertical positions to American Welding Society specifications.

Track B (for students entering Spring semester) is the continued study and experience of SMAW beyond that which is covered in WEL 185 (for spring entry students). This option will prepare the student for pipe welding to American Welding Society or American Society of Mechanical Engineers specifications.

WEL 183 GAS METAL ARC WELDING AND GAS TUNGSTEN ARC WELDING

Credits: 4

Prerequisite(s): None

Gas Tungsten Arc Welding (GTAW) of aluminum, steel, and stainless steel in the flat, vertical, and horizontal positions. Introduction of GTAW root pass welding of low carbon steel pipe. Gas Metal Arc Welding (GMAW) of low carbon steel plate in the flat, vertical, and horizontal positions. Short circuit metal transfer and spray transfer are used. Theory, safe operation and use of Plasma Arc Cutting (PAC) and Air carbon Arc Cutting (AAC) are introduced.

WEL 185 FLUX CORE ARC WELDING AND SHIELDED METAL ARC WELDING

Credits: 4

Prerequisite(s): None

This course has two instructional tracks depending upon the student's program entry date. All students, regardless of entry date, will cover the theory and safe operation of Flux Core Arc Welding equipment. Students will weld coupons on plate in the flat, horizontal, and vertical positions to industry standards.

Track A (for students entering Spring semester) provides theory and operation of Shielded Metal Arc Welding (SMAW), welding of low carbon steel using correct safety procedures, proper setup and rod manipulation, proper machine adjustments to construct and weld joints of butt, lap, corner and tee design in the flat, horizontal, and vertical positions. The use of SMAW to weld plate to American Welding Society specifications in the horizontal and vertical positions. Oxyacetylene safety and cutting is covered.

Track B (for students entering Fall semester) is continued study and experience of SMAW beyond WEL 181. This option will prepare the student for pipe welding to American Welding Society or American Society of Mechanical Engineers specifications.

WEL 190 WELDING CERTIFICATION AND CODES

Credits: 3

Prerequisite(s): None

Fundamental concepts and requirements of the American Society of Mechanical Engineers (ASME) and American Welding Society (AWS) are examined. Through laboratory experience students are provided the opportunity to qualify (certify) under the two codes mentioned above.

WEL 192 BLUEPRINT READING AND DEVELOPMENT

Credits: 3

Prerequisite(s): None

Practical experience in reading and drawing orthographic projections, interpreting dimensions, notes, scales, and welding symbols. Isometric projection (pictorial), sections, and auxiliary views with practical experience using conventional drafting tools and computer aided drafting (CAD).

WEL 194 LAYOUT TECHNIQUES

Credits: 2

Prerequisite(s): None

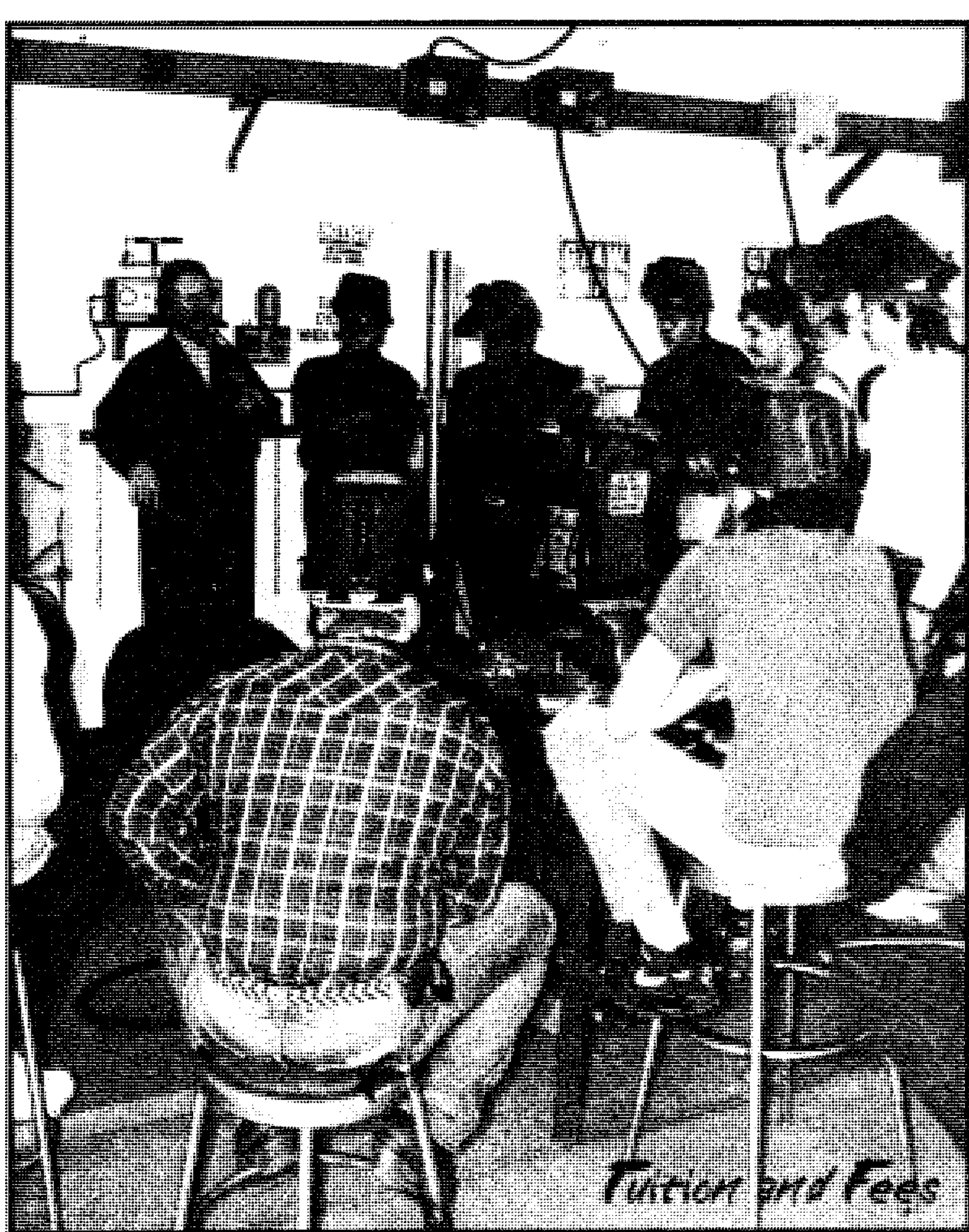
Encompasses layout on material of various shapes utilizing blueprints and practical layout techniques on pipe and structural steel. Use of contour markers and a review of geometric construction. Computation of approximate costs is included.

WEL 199 FABRICATION AND AUTOMATION

Credits: 4

Prerequisite(s): WEL 192

Student-designed projects will be fabricated using hand and machine tools common to the welding industry. Emphasis is placed upon accurate layout, preparation, assembly, and welding. Automated welding and cutting systems are reviewed and used to the extent possible.



Tuition and Fees

In Class at Missoula Vo Tech

Tuition

Tuition is based on number of semester credit hours. All tuition must be paid before registration can be completed and classes attended. The tuition schedule follows.

Semester Credit Hours	Registration Fee	Resident Tuition	Building Maintenance	Computer Fee	Equipment Fee	Student Government	Total Resident Fees	Additional Nonresident Tuition	Total Nonresident Fees
1	\$20.00	\$41.00	\$2.50	\$1.50	\$1.50	\$5.00	\$71.50	\$51.00	\$122.50
2	\$20.00	\$82.00	\$5.00	\$3.00	\$3.00	\$5.00	\$118.00	\$102.00	\$220.00
3	\$20.00	\$123.00	\$7.50	\$4.50	\$4.50	\$5.00	\$164.00	\$153.00	\$317.50
4	\$20.00	\$164.00	\$10.00	\$6.00	\$6.00	\$5.00	\$211.00	\$204.00	\$415.00
5	\$20.00	\$205.00	\$12.50	\$7.50	\$7.50	\$5.00	\$257.50	\$255.00	\$512.50
6	\$20.00	\$246.00	\$15.00	\$9.00	\$9.00	\$5.00	\$304.00	\$306.00	\$610.00
7	\$20.00	\$287.00	\$17.50	\$10.50	\$10.50	\$5.00	\$350.50	\$357.00	\$707.50
8	\$20.00	\$328.00	\$20.00	\$12.00	\$12.00	\$5.00	\$397.00	\$408.00	\$805.00
9	\$20.00	\$369.00	\$22.50	\$13.50	\$13.50	\$5.00	\$443.50	\$459.00	\$902.50
10	\$20.00	\$410.00	\$25.00	\$15.00	\$15.00	\$5.00	\$490.00	\$510.00	\$1000.00
11	\$20.00	\$451.00	\$27.50	\$16.50	\$16.50	\$5.00	\$536.50	\$561.00	\$1097.50
12	\$20.00	\$492.00	\$30.00	\$18.00	\$18.00	\$5.00	\$583.00	\$612.00	\$1195.00
13	\$20.00	\$533.00	\$32.50	\$19.50	\$19.50	\$5.00	\$629.50	\$663.00	\$1292.50
14-18	\$20.00	\$574.00	\$35.00	\$21.00	\$21.00	\$5.00	\$676.00	\$714.00	\$1390.00
19	\$20.00	\$615.00	\$37.50	\$22.50	\$22.50	\$5.00	\$722.50	\$765.00	\$1487.50

**ALL TUITION IS SUBJECT TO APPROVAL BY THE BOARD OF REGENTS OF HIGHER EDUCATION.
TUITION IS SUBJECT TO CHANGE WITHOUT NOTICE.**

If students add credits following initial registration, additional tuition may have to be paid per the tuition schedule above. If students drop courses following initial registration, thereby reducing credit loads, they may be eligible to receive partial tuition refunds, provided the courses are officially dropped during the first ten class days of the semester, and students initiate refund requests through the Admissions Office within the same time period.

Course Fees

Some courses require payment of fees for materials and supplies. These fees are in addition to tuition. The courses and their related fees are as follows.

ACC 230 \$ 3	CUL 162 \$ 50	HEO 150 \$ 300	SEC 161 \$ 3
	CUL 170 \$ 50		SEC 183 \$ 3
BME 125 \$ 10	CUL 265 \$ 100	MPR 112 \$ 6	SEC 256 \$ 3
		MPR 114 \$ 18	SEC 257 \$ 3
CRT 110 \$ 3	DET 120 \$ 20	MPR 115 \$ 18	SEC 284 \$ 3
CRT 114 \$ 3	DET 128 \$ 20		
CRT 121 \$ 3	DET 221 \$ 20	NUR 170 \$ 26	SET 162 \$ 5
CRT 142 \$ 3	DET 229 \$ 20		SET 170 \$ 5
CRT 190 \$ 3		RES 197 \$ 35	SET 172 \$ 5
CRT 228 \$ 3	EET 101 \$ 10	RES 198 \$ 18	SET 174 \$ 5
CRT 280 \$ 3	EET 103 \$ 10	RES 199 \$ 18	SET 176 \$ 5
CRT 295 \$ 3	EET 110 \$ 5	RES 242 \$ 80	SET 178 \$ 5
	EET 225 \$ 5	RES 251 \$ 18	
CUL 152 \$ 50	EET 228 \$ 15		WEL 111 \$ 16
CUL 156 \$ 50	EET 232 \$ 5	SEC 107 \$ 3	WEL 139 \$ 12
CUL 157 \$ 50		SEC 108 \$ 3	WEL 181 \$ 30
CUL 158 \$ 50	HEO 146 \$ 75	SEC 114 \$ 3	WEL 183 \$ 30
CUL 160 \$ 50	HEO 148 \$ 75	SEC 120 \$ 3	WEL 185 \$ 30
CUL 161 \$ 50			WEL 199 \$ 30

**ALL FEES ARE SUBJECT TO APPROVAL BY THE BOARD OF REGENTS OF HIGHER EDUCATION.
FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

Books

Students are required to purchase their own textbooks. Expenses for books range between \$200 and \$450 each semester, depending on the program.

Additional Required Supplies

Other supplies may be required when enrolling in a program. Following is a list of most items for each program that students are required or strongly advised to purchase. An approximate cost is also provided, and costs listed are intended to cover the entire length of your program. Most items are available in the Missoula Vo Tech bookstore.

BUSINESS	
Accounting Technology	
Calculator	\$20
Miscellaneous	\$40
Total	\$60
Bookkeeping	
Calculator	\$20
Miscellaneous	\$20
Total	\$40
Fashion Sales and Marketing	
Calculator	\$20
Seattle Market	
Trip (Optional)	\$100
Miscellaneous	\$20
Total	\$140
Information Processing	
Calculator	\$20
Earphones	\$10
Typing Supplies	\$15
Miscellaneous	\$35
Total	\$80
Legal Assisting (Paralegal)	
Calculator	\$20
Earphones	\$10
Typing Supplies	\$10
Miscellaneous	\$50
Total	\$90
Legal Secretarial Technology	
Calculator	\$20
Earphones	\$10
Typing Supplies	\$10
Miscellaneous	\$50
Total	\$90
Medical Office Technology	
Calculator	\$20
Earphones	\$10
Typing Supplies	\$10
Miscellaneous	\$5
Total	\$45
Medical Reception	
Calculator	\$20
Typing Supplies	\$10
Miscellaneous	\$5
Total	\$35

Office Administration	
Calculator	\$20
Earphones	\$10
Typing Supplies	\$20
Miscellaneous	\$25
Total	\$75
Office Reception	
Calculator	\$20
Earphones	\$10
Typing Supplies	\$15
Miscellaneous	\$20
Total	\$65
Retail Management	
Calculator	\$20
Seattle Market	
Trip (Optional)	\$100
Miscellaneous	\$20
Total	\$140
Sales and Marketing	
Calculator	\$20
Seattle Market	
Trip (Optional)	\$100
Miscellaneous	\$20
Total	\$140
COMPUTERS	
Microcomputing Technology	
Calculator	\$20
3.5" Disks	\$20
Miscellaneous	\$50
Total	\$90
CULINARY	
Culinary Arts and Food Service Management	
Meat Thermometer	\$15
6" Boning Knife	\$25
Chef Knife	\$50
Paring Knife	\$10
12" Stainless Steel Whip	\$12
12" Commercial Rubber Spatula	
and Measuring Spoons	\$3
Towels	\$5
Two Uniforms	\$70
Two Aprons	\$7

Kitchen Work Shoes	\$50
Hairnet and Chef's Hat	\$20
Total	\$267
ELECTRONICS	
Electronics Technology	
ET-3100 Experiment Kit	\$189
Tools	\$200
Calculator	\$125
Miscellaneous	\$200
Total	\$714
HEALTH CARE	
Practical Nursing	
Watch Which	
Measures Seconds	\$30
Two Uniforms	\$150
Clinical Shoes	\$55
Stethoscope	\$20
Name Tag	\$5
Bandage Scissors	\$5
Workshops and Inservices	
(Recommended) *	\$100
Lab Supplies	\$55
Hepatitis B Vaccine	
(Recommended)	\$180
TB Test (Required)	\$5
CPR Certification (Required)	\$15
Liability Insurance	
(\$9/semester)	\$27
Total	\$647
Respiratory Therapy	
Technology	
Watch Which	
Measures Seconds	\$30
Two Lab Coats	\$70
Clinical Shoes	\$55
Stethoscope	\$20
Name Tag	\$5
Bandage Scissors	\$5
Hemostat	\$6
Hepatitis B Vaccine	
(Recommended)	\$180
TB Test (Required)	\$5
CPR Certification (Required)	\$15
MCRC Conference **	\$100

Liability Insurance (\$9/semester)	\$ 27
Total	\$518
Surgical Technology	
Clinical Shoes	\$ 55
Name Tag	\$ 5
Hepatitis B Vaccine (Recommended)	\$180
TB Test (Required)	\$ 5
CPR Certification (Required)	\$ 15
Lab Supplies	\$ 10
Liability Insurance (\$9/semester)	\$ 23
Total	\$293
INDUSTRIAL	
Building Maintenance ***	
Scientific Calculator	\$ 20
Safety Glasses	\$ 5
Welding Gloves	\$ 9
Welding Goggles	\$ 6
Breathing Mask	\$ 2
Ear Plugs	\$ 1
Tools (see page 53 for list) ...	\$242
Total	\$285
Building Maintenance Engineering ***	
Scientific Calculator	\$ 20
Safety Glasses	\$ 5
Welding Gloves	\$ 9
Welding Goggles	\$ 6
Breathing Mask	\$ 2
Ear Plugs	\$ 1
Scale, standard and architect	\$ 10

Triangles, 45° and 30/60° ..	\$ 7
Two 5¼ in. Disks	\$ 2
Tools (see page 53 for list) ****	\$242
Total	\$304
Diesel Equipment Technology ***	
Lock	\$ 4
Two Pair Coveralls	\$ 45
Safety Glasses	\$ 5
Basic Tool Set (see page 53 for list) **** ..	\$900
Welding Goggles	\$ 6
Gloves	\$ 9
Total	\$969
Heavy Equipment Operation ***	
Scientific Calculator EC-4031	\$ 25
One Pair Coveralls	\$ 30
Insulated Coveralls	\$ 70
Rainsuit	\$ 35
Safety Glasses	\$ 5
Hearing Protection	\$ 10
Hard Hat	\$ 8
Leather Gloves	\$ 10
Welding Goggles	\$ 6
Welding Gloves	\$ 9
Work Boots	\$ 70
Total	\$278
Small Engine and Equipment Technology ***	
Lock	\$ 4
Calculator	\$ 20
One Pair Coveralls	\$ 20
Safety Glasses	\$ 5

Basic Tool Set (see page 53 for list) *****	\$550
Multimeter	\$ 50
Hearing Protection	\$ 1
Total	\$650
Truck Driving ***	
One Pair Coveralls	\$25
Safety Glasses	\$ 5
Gloves	\$ 5
Total	\$35
Welding Technology ***	
Welding Hood	\$ 25
Welding Gloves	\$ 9
Safety Glasses	\$ 5
Welding Goggles	\$ 6
Chipping Hammer	\$ 4
Wire Brush	\$ 3
Leather Jacket	\$ 50
Lock	\$ 4
Pliers	\$ 6
Tape Measure	\$ 8
Mechanical Drawing Compass	\$ 10
Computer	\$ 20
Fabrication Material	\$125
Total	\$275
ACADEMIC SUPPORT	
Academic Boot Camp	
Miscellaneous	\$25

* Third semester Practical Nursing students are strongly encouraged to attend various workshops and inservices available in Missoula.

** Respiratory Therapy students are required to attend the Montana Society for Respiratory Care annual conference during the second semester. The registration fee is included in the course fee for RES 199. Students need to pay for lodging, meals, and transportation. The site of the conference varies from year to year and cost are approximate.

*** Students enrolled in Industrial Technology programs should postpone making purchases until after the first day of classes. Students may purchase tools from any vendor they choose. However, the Missoula Vo Tech bookstore is often able to purchase tool sets on a bid basis, which generally saves students money.

**** Students enrolled in the Building Maintenance, Building Maintenance Engineering, and Diesel Equipment Technology programs must purchase a basic set of hand tools, if they do not already own such tools. Total approximate costs are listed above, and following is the suggested list of tools.

***** Students enrolled in the Small Engine and Equipment Technology program are encouraged to purchase a basic set of hand tools, if they do not already own such tools. Purchase of these tools is not mandatory. A list of the recommended tools for the Small Engine and Equipment Technology program follows.

TOOLS REQUIRED FOR BUILDING MAINTENANCE AND BUILDING MAINTENANCE ENGINEERING:

- | | |
|--|--|
| 1. Carpenter's pencil | 11. Tape measure, 12 ft. |
| 2. Drill bits, to 1/4 in. | 12. Tool belt or tool box |
| 3. Flashlight | 13. Wire strippers |
| 4. Hacksaw | 14. Wire cutters |
| 5. Hammers, claw (16 oz.) and ball-peen | 15. Wood chisels, 1/2 in. and 3/4 in. |
| 6. Knife, pocket or utility | 16. Wrenches, 6 in. and 8 in. adjustable |
| 7. Pipe cutter | 17. Volt-ohm meter |
| 8. Pliers; standard, needle-nose, channel lock, and
lineman | Optional: |
| 9. Screwdrivers, standard and phillips (#1 and #2) | 18. Clamp-on amp meter |
| 10. Sheetrock saw | 19. Wrench set |
| | 20. Vise grips |

TOOLS REQUIRED FOR DIESEL EQUIPMENT TECHNOLOGY:

1. A 6-12 drawer tool box with handles and a hinged top, with full locking capability, and a minimum storage capacity of 4,000 cubic inches.
2. 1/2 inch drive components comprised of a ratchet handle 10-12 inches long; a flex handle (breaker bar) 17 inches or longer; extension of 1 1/2, 3, 6 and 10 inches in length; a 1/2 inch drive universal joint; sockets (12 point standard depth) measuring 7/16, 1/2, 9/16, 5/8, 11/16, 3/4, 13/16, 7/8, 15/16, 11/8, and a 1/2 inch female drive to a 3/8 inch male drive adapter.
3. 3/8 inch drive components comprised of a ratchet handle 6-8 inches long; a flex handle (breaker bar) 10 inches or longer; extension of 2, 6, and 10 inches in length; a speed handle (brace type); a 3/8 inch female drive to a 1/2 inch male driver adapter; sockets (12 point standard depth) measuring 5/16, 3/8, 7/16, 1/2, 11/16, and 3/4 inch.
4. Combination wrenches (open end and box end, 12 point long handle) measuring 3/8, 7/16, 1/2, 9/16, 5/8, 11/16, 3/4, 13/16, 7/8, 15/16, 1, 1 1/16, and 1 1/8 inches.
5. Flare nut wrenches (open end and box end, 6 point) measuring 7/16, 1/2, 9/16, 5/8, 11/16, and 3/4 inch.
6. Adjustable end wrenches measuring 8 and 12 inches.
7. Punches including a center punch, pin punches measuring 5/64, 1/8, and 1/4 inch, and starter punches measuring 3/8 and 1/2 inch.
8. Chisels measuring 1/4, 1/2, and 3/4 inch wide.
9. Screwdrivers (standard blade and insulated handle) with blades measuring 1 1/2, 4, 6, 8, and 12 inches long with tip widths of 1/4, 3/16, 5/16, and 3/8 inch.
10. Phillips screwdrivers measuring 3 inches long (#1 tip), 4 inches long (#2 tip), and 6 inches long (#3 tip).
11. 6 inch combination pliers, 6-8 inch needle nose pliers, 7 inch diagonal cutting pliers, and snap ring pliers (8 inch lock ring).
12. Two ball-peen hammers weighing 8 and 32 ounces, and a compothane soft-face, shot-filled 2 pound hammer.
13. A 35 leaf feeler gauge set.
14. Hex key wrenches measuring 1/16, 5/64, 3/32, 7/64, 1/8, 9/64, 5/32, 3/16, 7/32, and 1/4 inch.
15. A vented tip blow gun with male adapter type C, a putty knife 1 1/4 inches wide with chisel edge and wood handle, a circuit probe type test light (6-12 volt), a rolling head pry bar 16 inches or longer, a flat pry bar 16 inches or longer, a 6 inch steel rule graduated in 1/64 inch segments, a tape measure 12 feet x 1/2 inch with steel blade and case, and a 6 inch x 1 inch brass drift.

TOOLS RECOMMENDED FOR SMALL ENGINE AND EQUIPMENT TECHNOLOGY:

1. A 3 to 6 drawer tool box with handles and hinged top, locking capability, with a minimum storage capacity of 2400 cubic inches.
2. 1/4 inch drive components including a drive ratchet with a minimum length of 5 1/4 inches; a drive extension 4 inches long; a nine-piece drive socket set (6 point with tray, box, or socket rail), consisting of 3/16, 7/32, 1/4, 9/32, 5/16, 11/32, 3/8, 7/16, and 1/2 inch sockets.
3. 3/8 inch drive components including a drive ratchet with a minimum length of 6 7/8 inches; socket set, deep, 3/8 inch drive, 6 point, metric; 8 sockets with metal box (10mm, 11mm, 12mm, 13mm, 14mm, 15mm, 17mm, and 19mm); 3 inch and 6 inch extension bars; a 13/16 inch spark plug deep socket; and a 10 piece socket set (12 point with tray, box or socket rail) consisting of 1/4, 5/16, 3/8, 7/16, 1/2, 9/16, 5/8, 11/16, 3/4, and 13/16 inch sockets; an 11 piece metric socket set (6 point with tray, box, or socket rail), measuring 9mm, 10mm, 11mm, 12mm, 13mm, 14mm, 15mm, 16mm, 17mm, 18mm, and 19 mm.
4. A 7-piece combination wrench set (12 point long handle), measuring 3/8, 7/16, 1/2, 9/16, 5/8, 11/16, and 3/4 inch.
5. A 14-piece combination metric wrench set (12 point long handle), measuring 6mm, 7mm, 8mm, 9mm, 10mm, 11mm, 12mm, 13mm, 14mm, 15mm, 16mm, 17mm, 18mm, and 19mm.

6. A 7-piece ignition wrench set (either combination or open end style) to include sizes 5/32, 3/16, 1/4, 15/62, 5/16, 9/32, and 3/8 inch.
7. A punch and chisel set to include 1/8 and 3/16 inch pin punches, a 3/8 inch center punch, and a 5/8 inch cold chisel.
8. A standard screwdriver set to include a 3/16 inch diameter with a minimum length of 4 inches; a 1/4 inch diameter with a minimum length of 6 inches; and a 3/8 inch diameter with a minimum length of 8 inches.
9. A phillips screwdriver set consisting of one having a minimum blade length of 1 1/4 inches (#2), one having a minimum blade length of 3 inches (#1), and one having a minimum blade length of 6 inches (#2).
10. A plier set consisting of an adjustable joint arc type with a minimum length of 9 1/4 inches; a long nose type with a minimum length of 7 1/8 inches; a locking type with a minimum length of 7 inches; and a diagonal cutting type with a minimum length of 6 inches.
11. An adjustable wrench 10 inches in length; a ball-peen hammer (16 ounces), an ignition file, and ignition gauges to include wire gauges from .022 to .040; flat ignition gauges 1/4 inch wide from .012 to .032 and flat feeler gauges 1/2 inch wide from .002 to .018.
12. A 13-piece hex key wrench set measuring 3/64, 1/16, 5/64, 3/32, 7/64, 1/8, 9/64, 5/32, 3/16, 7/32, 1/4, 5/16, and 3/8 inch.
13. An 8-piece metric hex key wrench set (L shape) measuring 2mm, 2.5mm, 3mm, 4mm, 5mm, 6mm, 7mm, and 8 mm.
14. Variable blow gun with type C male adapter, a 6-12 volt circuit tester, a plastic tip hammer (minimum of 12 ounces), and a straight edge scraper putty knife.
15. Socket set deep, 6 pt. metric, 3/8 dr., 8 sockets, 10mm, 11mm, 12mm, 13mm, 14mm, 15mm, 17mm, and 18mm.
16. Spark tester.

TOTAL PROGRAM COSTS

All program costs listed below are approximate and are subject to change without notice. Please remember that the majority of additional supplies needed are purchased at the beginning of the first semester. These figures do not include out-of-state tuition.

PROGRAM	TUITION	COURSE FEES	BOOKS	SUPPLIES	STUDENT ID FEE	APPLICATION FEE	APPLICATION FEE FOR CERTIFICATE OR DEGREE	TOTAL COST
BUSINESS								
Accounting Technology	\$2,704	\$15	\$850	\$60	\$5	\$20	\$15	\$3,669
Bookkeeping	\$1,352	\$12	\$500	\$40	\$5	\$20	\$15	\$1,944
Fashion Sales and Marketing	\$1,352	--	\$450	\$140	\$5	\$20	\$15	\$1,982
Information Processing	\$2,028	\$18	\$600	\$80	\$5	\$20	\$15	\$2,766
Legal Assisting (Paralegal)	\$2,704	\$6	\$1,200	\$90	\$5	\$20	\$15	\$4,040
Legal Secretarial Technology	\$2,704	\$18	\$800	\$90	\$5	\$20	\$15	\$3,652
Medical Office Technology	\$2,704	\$24	\$850	\$45	\$5	\$20	\$15	\$3,663
Medical Reception	\$1,352	\$15	\$550	\$35	\$5	\$20	\$15	\$1,992
Office Administration	\$2,704	\$18	\$750	\$75	\$5	\$20	\$15	\$3,587
Office Reception	\$1,352	\$15	\$450	\$65	\$5	\$20	\$15	\$1,922
Retail Management	\$2,704	\$9	\$800	\$140	\$5	\$20	\$15	\$3,693
Sales and Marketing	\$1,352	--	\$450	\$140	\$5	\$20	\$15	\$1,982
COMPUTERS								
Microcomputing Technology	\$2,704	\$21	\$900	\$90	\$5	\$20	\$15	\$3,755

PROGRAM	TUITION	COURSE FEES	BOOKS	SUPPLIES	STUDENT ID FEE	APPLICATION FEE	APPLICATION FEE FOR CERTIFICATE OR DEGREE	TOTAL COST
CULINARY								
Culinary Arts	\$1,352	\$350	\$120	\$267	\$5	\$20	\$15	\$2,129
Food Service Management	\$2,704	\$453	\$500	\$267	\$5	\$20	\$15	\$3,964
ELECTRONICS								
Electronics Technology	\$2,704	\$50	\$1,100	\$714	\$5	\$20	\$15	\$4,608
HEALTH CARE								
Practical Nursing	\$2,028	\$26	\$550	\$647	\$5	\$20	\$15	\$3,291
Respiratory Therapy Technology	\$2,053	\$169	\$525	\$518	\$5	\$20	\$15	\$3,305
Surgical Technology	\$1,563	--	\$450	\$293	\$5	\$20	\$15	\$2,346
INDUSTRIAL								
Building Maintenance	\$1,352	\$44	\$350	\$285	\$5	\$20	\$15	\$2,071
Building Maintenance Engineering	\$2,704	\$44	\$600	\$304	\$5	\$20	\$15	\$3,692
Diesel Equipment Technology	\$2,704	\$126	\$500	\$969	\$5	\$20	\$15	\$4,339
Heavy Equipment Operation	\$1,352	\$472	\$200	\$278	\$5	\$20	\$15	\$2,342
Small Engine and Equipment Technology	\$1,352	\$48	\$350	\$650	\$5	\$20	\$15	\$2,440
Truck Driving	\$1,698	\$1,500	\$100	\$35	\$5	\$20	--	\$3,358
Welding Technology	\$1,352	\$138	\$250	\$275	\$5	\$20	\$15	\$2,055
ACADEMIC SUPPORT								
Academic Boot Camp	--	--	--	\$25	--	--	--	\$225

REFUNDS FOR WITHDRAWAL FROM SCHOOL

Refunds of tuition, in the event of withdrawal from Missoula Vo Tech, are authorized according to the following schedule. The registration, student government, health liability, student identification, University of Montana activity, and late registration fees are non-refundable.

100% of tuition and fees will be refunded if the student withdraws before the term begins.

75% of all remaining tuition and fees will be refunded to the end of the term's fifth class day.

50% of all remaining tuition and fees will be refunded to the end of the term's tenth class day.

No refunds will be made after the term's tenth day of classes.

Drop/adds will be computed in accordance with regular tuition and fee schedules. There will be no refunds for drops after the term's tenth day of classes.

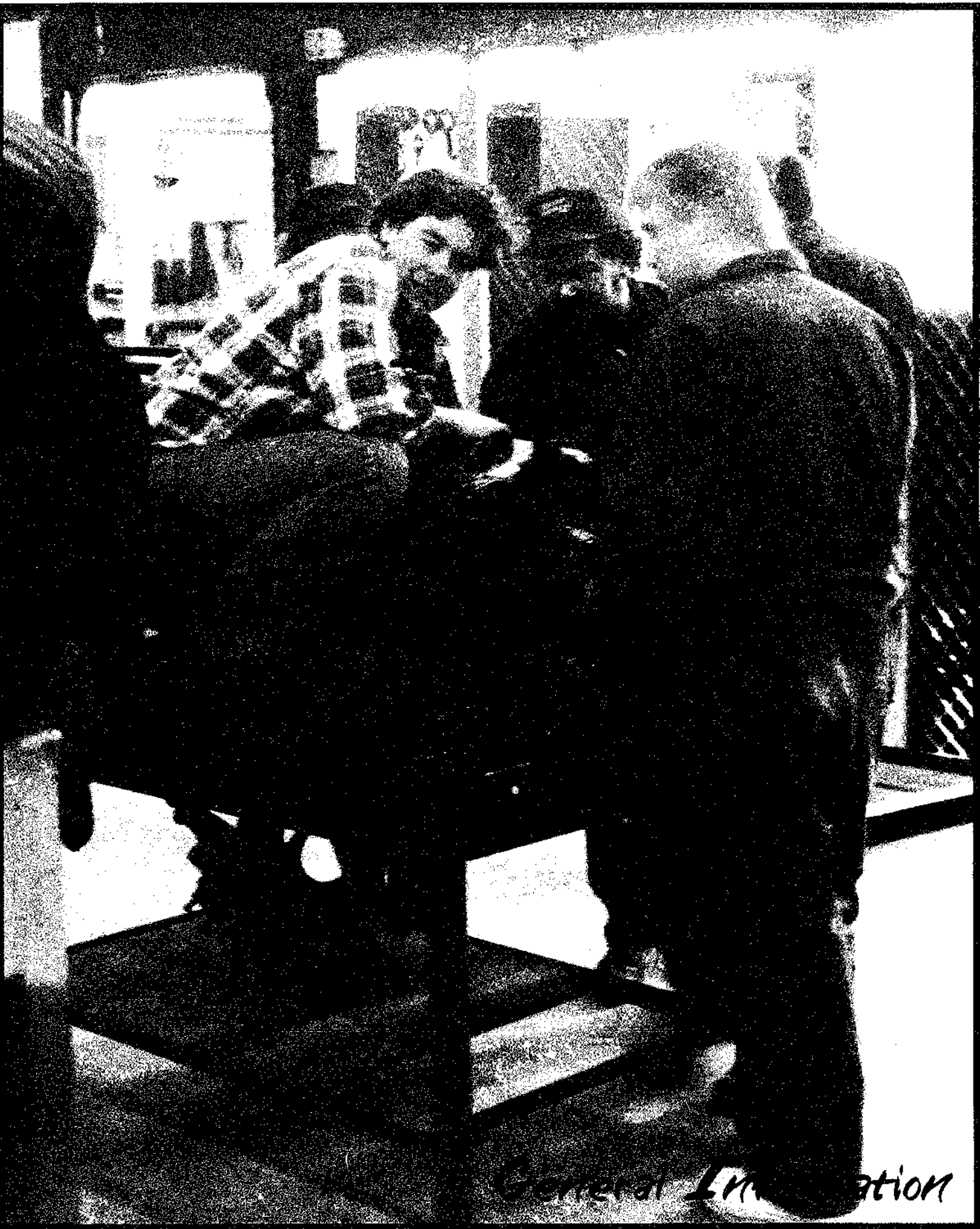
REFUNDS FOR STUDENTS RECEIVING TITLE IV ASSISTANCE

Students who have received Title IV assistance and who are attending Missoula Vo Tech for the first time may be eligible for a different refund than other students. Please contact the Admissions Office for further assistance.

DISHONORED CHECKS

Students may write personal checks to pay tuition and fees and to make purchases from the bookstore, dining room, or snack bars. If the student's bank does not honor a check, appropriate action will be taken. A student's grades and transcripts will be withheld until the obligation has been satisfied, or, if the dishonored check is in payment of tuition, the student will be withdrawn from classes until the obligation has been satisfied. A fee of \$15 will be charged for each dishonored check written to Missoula Vo Tech.

Upon receipt of a dishonored check, Missoula Vo Tech's Business Office will notify the person who wrote the check and request payment in cash within five days of the date of notification. If payment is received, the dishonored check will be returned and no further action will be required. If payment is not received within five days of notification, the Business Office will inform the Registrar's Office of the outstanding obligation. The Registrar's Office will then place a hold on the student's grades and transcripts or withdraw the student from classes. If the person who wrote the dishonored check later makes restitution, the Business Office will notify the Registrar's Office and restrictions will be removed from the student's records.



General Innovation

Mission And Philosophy

The mission of Missoula Vo Tech is to provide lifelong occupational learning opportunities for Montana residents.

Missoula Vo Tech is committed to developing the vocational skills and background needed to give students ongoing occupational competence and to the development of this occupational competence through an emphasis on hands-on experience.

Faculty and staff believe in the encouragement of the fullest development of each student's individual potential, so that students can continue to contribute creatively to society.

Student dignity is enhanced by fostering respect for individual differences, talents, and abilities.

Missoula Vo Tech is committed to an ongoing relationship with our national, regional, statewide and local community. This challenge of community interaction is met by providing a technically skilled workforce, by developing programs responsive to industry needs, and by listening and responding to the community workforce and other educational institutions.

Accreditation and Approval

Missoula Vo Tech is accredited by the Commission of Colleges of the Northwest Association of Schools and Colleges. The Surgical Technology and Respiratory Therapy Technology programs are accredited by the Committee on Allied Health Education and Accreditation. The Practical Nursing program is approved by the Montana Board of Nursing. The Food Service Management program is accredited by the American Culinary Federation Educational Institute Accrediting Commission.

Curriculum is approved by the Board of Regents of Higher Education. Missoula Vo Tech's programs are further approved by the United States Office of Education, the Bureau of Indian Affairs, and the Division of Vocational Rehabilitation. Programs are also approved for veterans.

Missoula Vo Tech was designated a Vocational Technical Center by the Montana Legislative Assembly H.B. 481, effective July 1, 1969 and by the State Board of Education.

Who To Contact For More Information

CONTACT	TO
ADMISSIONS/REGISTRAR'S OFFICE 542-6882 or in Montana, 1-800-542-MVTC	Request catalogs and applications Inquire about admission requirements Ask about curriculum content Find out about school policies Withdraw from school or courses Withdraw an application Request a transcript Check on the enrollment status of a student Inquire about tuition and other fees Find out about program changes Discuss course transfers Ask about changing to another program Discuss services available to disabled students Discuss cultural diversity and gender sensitivity on campus
COUNSELING OFFICE 542-6882	Talk about vocational choices Take interest tests Discuss ability and achievement tests Find out about Missoula Vo Tech programs Discuss Academic Boot Camp Discuss personal problems
FINANCIAL AID OFFICE 542-6885	Find out the types of aid available Obtain grant applications Obtain loan applications Obtain scholarship applications Obtain work study applications Find out about work study positions Discuss on-campus employment Inquire about veteran's benefits Inquire about disabled worker's benefits Learn about agency assistance
CAREER SERVICES OFFICE 542-6887	Learn placement rates for Missoula Vo Tech programs Discuss statewide and local employment opportunities Discuss job market information and statistics Develop a job search plan after graduation Ask questions about resumes Fill an available job in your business
CONTINUING EDUCATION OFFICE 542-6875	Find out about evening courses, seminars and workshops, and nontraditional courses Plan training and updates for your staff
ACADEMIC AFFAIRS OFFICE 542-6850	Find out about scheduling of classes for upcoming semesters



Admissions

Applying to Missoula Vo Tech...

APPLICATION REQUIREMENTS

Applications for admission are available at the Missoula Vo Tech Admissions Office and most high schools in the state. Applicants must provide proof of high school graduation or its equivalent prior to enrollment. If an applicant does not have a high school diploma or GED certificate, they may take the Tests of Adult Basic Education (TABE) or the Adult Basic Learning Examination (ABLE). Attainment of an overall score at or above the ninth grade level is required to be considered for admission to Missoula Vo Tech if an applicant lacks a high school diploma or GED certificate. When a student is admitted on the basis of TABE scores in lieu of a GED or high school diploma, the student must obtain a GED before he/she can receive a Missoula Vo Tech degree or certificate.

A one-time \$20 nonrefundable application fee must be submitted with the initial application. Please do not send cash.

State law requires that applicants show proof of immunization. Please refer to the "Immunization Requirements" section for further details.

APPLICATION CONSIDERATIONS

Applications submitted to Missoula Vo Tech are considered on a first-come, first-served basis. It is important to apply early. Applications are considered for acceptance on the basis of the date the completed application is received by the Admissions Office. Notification of receipt is forwarded upon its arrival.

All applicants meeting the conditions listed in the "Application Requirements" section above will be considered for admission. In cases of enrollment limitations, preference is given to full-time students and individuals who qualify as residents of Montana.

MEASLES (RUBEOLA) AND RUBELLA IMMUNIZATION REQUIREMENTS

State law requires students to have two MMR (measles/mumps/rubella) vaccinations before enrolling. Only the MMR vaccine is acceptable for doses given after June 11, 1993, and the second vaccination may be administered no earlier than one month after the first vaccination. This regulation was implemented by the Montana Department of Health and Environmental Sciences and affects all Montana educational institutions.

A FEW EXEMPTIONS EXIST:

1. Students born before January 1, 1957

Students in this category must provide proof of their birthdates. Students can submit copies of their driver's licenses as proof. All foreign students, regardless of birth dates, are required to be immunized.

2. Students enrolled as Undeclared and taking less than seven credits

3. Students who provide physician certification that they had measles (rubeola) disease and the date of diagnosis

Students in this category will still need to get one vaccination. A physician's statement of rubella is not acceptable.

4. Students desiring medical exemptions

Students must submit written and signed statements by physicians. The medical statements must include which specific immunization is contraindicated, the period of time immunization is contraindicated, and the reasons for medical contraindications.

5. Students desiring religious exemptions

Students must submit written and signed statements indicating that the proposed immunizations interfere with the free exercise of their religious beliefs.

HERE'S WHAT YOU NEED TO DO:

- | | |
|------------------|---|
| <u>Step One:</u> | See if you fit in one of the exempt categories listed above. If you do, follow the procedures listed. |
| <u>Step Two:</u> | If you are not exempt, immunizations are available at the Missoula County Health Department (523-4745), Western Montana Clinic (721-5600), or in your physician's office. |

If you would like more information, please write to the Montana Immunization Program, 1400 Broadway, P.O. Box 20091, Helena, Montana 59620, or call (406)444-5580.

RESIDENCY REQUIREMENTS

The term "resident" means:

- A. one who has resided (meaning has established a true, fixed, permanent home and place of habitation) in Montana for one year immediately preceding registration at any postsecondary vocational technical center for any term or session for which resident classification is claimed. Attendance as a full-time student at any vo tech center shall not alone be sufficient to qualify for residency in Montana.
- B. or any graduate of a Montana high school who registers at a Montana institution within one year after high school graduation and whose parents, parent, or guardian has resided in Montana at least one full year of the two years immediately preceding the student's graduation from high school. Such classification shall continue for not more than four academic years if the student remains in continuous attendance at the institution.

To qualify for in-state tuition, a nonresident must reside in Montana 12 continuous months from the time the nonresident indicated his/her intent to become a permanent Montana resident.

Missoula Vo Tech's admission policies regarding residency are established in accordance with Montana statute.

ADDITIONAL ENTRY REQUIREMENTS FOR HEALTH PROFESSIONS APPLICANTS

TESTING FOR TUBERCULOSIS

Prior to entry into the clinical portions of the Practical Nursing, Respiratory Therapy Technology, and Surgical Technology programs, students must take a test for tuberculosis (TB) called PPD (Purified Protein Derivative) and give the results to the Health Professions Department Chairperson at Missoula Vo Tech, Bobette Pattee. In the event the test is positive, the student must present a letter written by a physician to the Department Chairperson stating that the student is under the physician's care and can continue in the clinical portion of the training program.

Two months following a student's exit (graduation, withdrawal, or discontinued attendance) from the clinical portion of health programs, the student is required to repeat the same TB test to ascertain if the student contracted tuberculosis during the clinical phase of instruction. It is the responsibility of the student to provide the results of

the second test to the Health Professions Department Chairperson. If the student fails to satisfy this requirement, Missoula Vo Tech assumes no liability.

HEPATITIS B VACCINATION

The Occupational Health and Safety Administration recommends that health care workers who have the potential of patient blood or blood product exposure one to three times per month be vaccinated for hepatitis B. Students participating in clinical experience in all health profession programs at Missoula Vo Tech are exposed more than once a month, and therefore are strongly encouraged to receive the hepatitis B vaccine (HBV) prior to working in clinical settings. Usually three vaccines are required at an approximate cost of \$60 each for a total of \$180. The second vaccine is required one month after the initial vaccine. The third is taken five months after the second one. Consequently, it is suggested that students start the vaccination process upon acceptance into their program.

Hepatitis B infection is a major cause of acute and chronic hepatitis cirrhosis and primary liver cancer. The United States contains 750,000 to 1,000,000 infectious carriers. Chronic carriers often have no symptoms and can be identified only by having a blood test. There is no specific treatment and no known cure for hepatitis B. While more patients recover, hepatitis B can be serious and even fatal.

Prior to entry into clinical training, students must sign a statement indicating they have read the information regarding hepatitis B and the hepatitis B vaccine. The Health Professions Department Chairperson will give the signed statements to the Registrar's Office for placement in the students' permanent academic files.

CPR CERTIFICATION

Practical Nursing, Respiratory Therapy Technology, and Surgical Technology students must complete CPR training prior to entering the clinical portion of their training.

ADDITIONAL ENTRY REQUIREMENTS FOR TRUCK DRIVING PROGRAM APPLICANTS

Applicants to the Truck Driving program must also have a valid driver's license and have submitted a Department of Transportation Physical Examination form to Missoula Vo Tech's Office of Continuing Education.

FOREIGN STUDENT APPLICATION REQUIREMENTS

Missoula Vo Tech is authorized to enroll nonimmigrant foreign students.

A completed application, accompanied by the \$20 nonrefundable application fee, should be sent to the Admissions Office well in advance of the desired semester of entry to ensure that enough time is available to comply with all immigration requirements.

A foreign applicant must submit to the Admissions Office a certified statement from a bank or other reliable financial institution, or from a U.S. citizen who will accept responsibility for the applicant's financial obligation. This statement must certify that the applicant will have adequate funding available to pay for educational expenses during the academic year.

Applicants from non-English speaking countries must give evidence of proficiency in English. Such applicants should arrange to take the Test of English as a Foreign Language (TOEFL). The minimum acceptable score on the TOEFL is 500. Requests for information on test procedures and registration should be directed to Test of English as a Foreign Language, P.O. Box 6154, Princeton, New Jersey 08541. When arranging to take the test, the applicant should request that examination results be sent directly to the Admissions Office, Missoula Vo Tech, 909 South Avenue West, Missoula, Montana 59801.

Upon the Admissions Office receiving the financial statement and evidence of English proficiency (when applicable), Form 1-20M-N will be mailed to the applicant. The applicant should carefully read this form.

All foreign students must show a physician-validated record of immunization for measles, rubella, diphtheria, tetanus, polio, and skin testing for tuberculosis. This evidence must be presented before a foreign student is permitted to register.

PART-TIME ENROLLMENT

Individuals are welcome to attend Missoula Vo Tech on a part-time basis. In those programs where space is limited, preference must be given to full-time students; however, Missoula Vo Tech is able to accommodate numerous part-time students with a variety of course offerings.

Please refer to the Tuition and Fees section of this catalog for cost information.

UNDECLARED STUDENT STATUS

Persons who are interested in taking Missoula Vo Tech classes but not necessarily enrolling in specific programs should apply to Missoula Vo Tech as undeclared students. Missoula Vo Tech welcomes students who enroll in courses, either on a full or part-time basis, for the purpose of self-enrichment, exploration, or supplementation of job skills.

Persons who are awaiting acceptance to a Missoula Vo Tech program with a waiting list often enter school as an undeclared student, taking available courses that are a part of the curriculum of the program for which they are awaiting acceptance.

Acceptance to Missoula Vo Tech...

ACCEPTANCE

Notification of acceptance will be sent when application requirements have been completed and an opening in the program exists. Notification of acceptance will include other registration information.

TABE TESTING

Applicants must make arrangements with the Missoula Vo Tech Counseling Office to take the Tests of Adult Basic Education (TABE) pretest within ten days following acceptance. This test is mandatory and used to diagnose problems an applicant might have in the areas of reading and math and is not used to screen applicants for admission. If the pretest requirement is not satisfied, the application will be considered inactive.

ACADEMIC BOOT CAMP

If the results of an applicant's TABE test show a deficiency in basic skill levels in mathematics, vocabulary, and reading, the applicant may benefit from the Academic Boot Camp program.

Academic Boot Camp is designed specifically for the student who needs to develop or review needed academic skills prior to program entry. The program includes classes in reading, math, study skills, and individual career counseling. Participation in this program is voluntary. Additional information about Academic Boot Camp is available in the "Other Campus Services" section of this catalog.

ORIENTATION

An orientation session will be held for all new students prior to registration. Information regarding school rules, regulations, procedures, policies, and supportive services will be explained. Students are strongly encouraged to attend this important activity.

LATE REGISTRATION

Students may register for classes up to the end of the fifth class day of each semester. A late registration fee of \$40 will be charged to all students who register after their assigned registration day.

STUDENT INFORMATION CHANGE

If an enrolled student has a change in name, address, phone number, or program of enrollment, the student must complete a change form. Forms are available in the Registrar's Office and should be returned to the same office.

Counseling

COUNSELING SERVICES

Counselors are available to facilitate your transition from community to school life. They can also offer you guidance in choosing a career suited to you. Missoula Vo Tech students may utilize counseling services on a short-term basis for discussing personal problems including relationship, family, or self-esteem issues. Counselors will refer you to community resources for additional help.

TESTING SERVICES

Vocational and interest testing is offered by our Counseling Office, as well as networking with other agencies to offer you more extensive achievement and ability tests. A counselor will then sit down with you to interpret your tests and assist you with career planning. For further information, please contact the Counseling Office at 542-6882.

Financial Aid

Student financial aid is available at Missoula Vo Tech through several federal and state programs. Students receiving financial aid must meet academic progress standards. Information for all federal and state financial aid programs may be obtained by contacting the Missoula Vo Tech Financial Aid Office in the Administration Building or by phoning 542-6885.

ACADEMIC FORGIVENESS

If a financial aid applicant has previous academic history at Missoula Vo Tech that would normally make the applicant academically ineligible, the grades may be disregarded for financial aid purposes if the grades are more than five years old.

Grants...

FEDERAL PELL GRANT

A Federal Pell Grant is a form of gift assistance available to students enrolled on at least a half-time basis in a program of study lasting six months or longer. Students may apply for a Federal Pell Grant by completing a Free Application for Federal Student Aid.

After completing the application, students must present a valid Student Aid Report (SAR) to the Financial Aid Office before payment can be made. All students submitting a valid SAR will receive appropriate payments. Federal Pell Grant payments are disbursed to eligible students within the first week of each new semester. A student receiving a disbursement under the Pell program must present to the Financial Aid Office an approved schedule of classes for the semester(s) that the grant will be disbursed. This class schedule will become part of the student's permanent financial aid file. A student receiving his or her first disbursement each academic year must sign an Affidavit of Educational Intent which states that money received will be spent to offset the student's educational costs and that if a student withdraws from classes before the end of a semester, the student must repay the unused portion of that semester's grant. Repayments are calculated on a daily basis by a method determined by the United States Commissioner of Education. A student applying for a Federal Pell Grant must also have on file with the Financial Aid Office a Federal Income Tax Form 1040 or 1040-A or a Non-Tax Filing Statement.

Students must reapply for a Federal Pell Grant each academic year.

Checklist of required forms for Federal Pell Grant:

- ✓ Free Application for Federal Student Aid
- ✓ Student Aid Report
- ✓ Class schedule
- ✓ Affidavit of Educational Intent
- ✓ Federal Income Tax Form 1040 or 1040-A or Non-Tax Filing Statement

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT PROGRAM

The Federal Supplemental Education Opportunity Grant Program (FSEOG) is also a form of gift assistance. Students wishing to apply for a FSEOG must complete, submit, and have on file with the Financial Aid Office a Free Application for Federal Student Aid, a Federal Pell Grant Student Aid Report, an Affidavit of Educational Intent, and a Federal Income Tax Form 1040 or 1040-A or a Non-Tax Filing Statement. The Financial Aid Office may ask you to submit other documents to help in the determination of financial need.

It generally takes four to six weeks for the Free Application for Federal Student Aid to be processed by the federal government and returned to the student, so prospective students should apply early. In compliance with federal regulations, the Financial Aid Office assists students in this program on a first-come, first-served basis by date of completed applications. Preference is also given by date of completed applications to students with the greatest financial need. Students who receive a FSEOG must also receive a Federal Pell Grant. A student's FSEOG is determined by the Financial Aid Office based on the student's need and the availability of money.

Need must be redetermined yearly.

Checklist of required forms for Federal Supplemental Education Opportunity Grant:

- ✓ Free Application for Federal Student Aid
- ✓ Federal Pell Grant Student Aid Report
- ✓ Affidavit of Educational Intent
- ✓ Federal Income Tax Form 1040 or 1040-A or Non-Tax Filing Statement

STATE STUDENT INCENTIVE GRANT

The State Student Incentive Grant (SSIG) is also a form of gift assistance. Students wishing to apply for a SSIG must have on file with the Financial Aid Office a current Free Application for Federal Student Aid, a Federal Pell Grant Student Aid Report, an Affidavit of Educational Intent, and a Federal Income Tax Form 1040 or 1040-A or Non-Tax Filing Statement. A student receiving an SSIG must also be a Montana resident. The Financial Aid Office may ask students to submit other documents to assist in the determination of financial need. It generally takes four to six weeks for the Free Application for Federal Student Aid to be processed by the federal government and returned to the student. Prospective students should apply early. The amount of a SSIG is determined by the Financial Aid Office based on the student's need and the availability of money.

Need must be redetermined yearly.

Checklist of required forms for State Student Incentive Grant:

- ✓ Free Application for Federal Student Aid
- ✓ Federal Pell Grant Student Aid Report
- ✓ Affidavit of Educational Intent
- ✓ Federal Income Tax Form 1040 or 1040-A or Non-Tax Filing Statement

Work Study..

FEDERAL AND STATE COLLEGE WORK STUDY PROGRAMS

College Work Study Programs provide employment opportunities for eligible students. To determine financial eligibility, students must complete, submit, and have on file with the Financial Aid Office a Free Application for Federal Student Aid, a Federal Pell Grant Student Aid Report, and an Affidavit of Educational Intent. Also, the

student must submit a Federal Income Tax Form 1040 or 1040-A or Non-Tax Filing Statement. It generally takes four to six weeks for the Family Financial Statement to be processed and returned to the student.

Prospective students should apply early for college work study assistance. In compliance with federal regulations, the Financial Aid Office assists students on a first-come, first-served basis by date of completed applications. Preference is also given to students with the greatest financial need. The amount of a student's college work study award is determined by the Financial Aid Office and is based on the student's need and the availability of money.

Work study eligible students find jobs, with the assistance of the Financial Aid Officer, in public, non-profit organizations. Students may work up to fifteen hours per week while attending classes.

All students wishing to participate in the College Work Study Program must provide proof of citizenship. A photocopy of the individual's Social Security card plus an additional form of identification that includes a photograph is required when proving citizenship.

Checklist of required forms for College Work Study Program:

- ✓ Free Application for Federal Student Aid
- ✓ Federal Pell Grant Student Aid Report
- ✓ Affidavit of Educational Intent
- ✓ Federal Income Tax Form 1040 or 1040-A or Non-Tax Filing Statement
- ✓ Proof of citizenship (Social Security card and photo ID)

Loans...

FEDERAL STAFFORD LOAN PROGRAM

The Federal Stafford Loan Program enables students to borrow directly from a bank or other lending institution. Students may apply for a Federal Stafford Loan by completing their portion and the school completing its portion of the application. The application is then submitted to the Financial Aid Office and the participating lending institution. In addition, the Free Application for Federal Student Aid must have been completed and the results placed on file in the Financial Aid Office.

Students applying for Federal Stafford Loans must also apply for Federal Pell Grants. Students must have on file with the Financial Aid Office a valid Student Aid Report (SAR) and a Federal Income Tax Form 1040 or 1040-A or Non-Tax Filing Statement.

Federal law requires that students do not receive their loan until thirty days after enrollment at Missoula Vo Tech. Therefore, the student is responsible for making alternative, temporary arrangements to have money available to cover tuition and fees at the time of registration. Students are encouraged to discuss any problems or obstacles with the Financial Aid Office prior to registration.

Regulations also require that students attend a loan workshop and pass a loan test before receiving their loan checks. Workshop times and locations will be posted schoolwide within the first two weeks of each semester. Students not fulfilling the workshop and test requirements will not receive student loan checks. In addition, upon graduation students must pass a loan exit test in order to receive financial aid transcripts or grade transcripts.

The Federal Stafford Loan is a form of financial aid which **MUST** be repaid. If you fail to repay your student loan, significant consequences may follow:

You may be declared ineligible for future student loans and other federal or state assistance.

Your credit rating may be tainted up to seven years because your default will be reported to all national credit bureaus.

You may be sued in court to compel you to repay the loan.

Your account may be turned over to a professional debt collection agency.

Your federal income tax refund may be seized to repay part or all of your debt.

Checklist of required forms for Guaranteed Student Loan:

- ✓ Federal Stafford application (submitted to the lending institution and the Financial Aid Office)
- ✓ Free Application for Federal Student Aid
- ✓ Federal Pell Grant Student Aid Report
- ✓ Federal Income Tax Form 1040 or 1040-A or Non-Tax Filing Statement

UNSUBSIDIZED FEDERAL STAFFORD LOAN PROGRAM

If you are not eligible for a subsidized Federal Stafford Loan, you may be eligible for an unsubsidized Federal Stafford Loan. Unsubsidized means you are responsible for paying the interest on the loan. Interest begins to accrue the day the lender mails the funds to the school.

The Financial Aid Office will determine your eligibility based on the cost of attendance for your program of study and other financial educational assistance you are receiving. You may borrow the same amount of money as for the Federal Stafford Loan. Combined subsidized and unsubsidized loan amounts may not exceed the annual limits.

To apply for an unsubsidized loan, you must first apply for the subsidized Federal Stafford Loan. The unsubsidized Federal Stafford Loan is intended to supplement the subsidized Federal Stafford Loan, or provide funds for students who do not qualify for the subsidized loan.



This information is intended to serve as a brief description of scholarship opportunities available at Montana Vo Tech to current and prospective students. For more detailed information and scholarship applications, please contact the Financial Aid Office at 542-6885. Dates and selection criteria are subject to change.

AVAILABLE SCHOLARSHIPS

ALTRUSA FOUNDERS FUND VOCATIONAL AWARD

Between \$250 and \$800 is given to a female student who intends to train or retrain for employment. The student does not have to be enrolled. Selection is based on proven financial need and potential for training and employment success. Preference is given to the older female student. Interested students should contact the Financial Aid Office for application deadline information.

AMERICAN BUSINESS WOMEN'S SCHOLARSHIP

\$1000 is divided between two or three students enrolled full-time in secretarial training. Selection is based on scholastic performance and financial need. Interested students should apply by March 1st. The scholarship is usually awarded in May.

AMERICAN CULINARY FEDERATION EDUCATION INSTITUTE/RAY AND GERTRUDE MARSHALL SCHOLARSHIP

This scholarship is awarded to students enrolled in Culinary Arts or Food Service Management. Applications are submitted to the local chapter of the American Culinary Federation, Chefs de Cuisine of Western Montana, and presented to the American Culinary Federation Education Institute for final determination. Scholarships are awarded four times during the calendar year.

AMERICAN FOOD SERVICE SCHOLARSHIP

Scholarships are awarded in the amount of one semester's tuition for students currently enrolled in the Culinary Arts or Food Service Management programs. Selection is based on grade point average and instructor recommendations. The award is made in the early spring of each year.

ASSOCIATION OF SURGICAL TECHNOLOGISTS SCHOLARSHIP

\$500 is awarded to a full-time Surgical Technology student. Selection is based on scholastic achievement, recommendations, honors and awards received, and financial need. Eligible students should apply by March 1st, and the scholarship is awarded in June.

BILLINGS LEGAL SECRETARIES ASSOCIATION SCHOLARSHIP

An annual scholarship of \$500 is awarded to a high school senior or a postsecondary student pursuing a career in Legal Secretarial Technology or Legal Assisting (Paralegal). Applicants must show financial need and have a grade point average of at least 3.25. The application deadline is March 1st of each year.

EARL'S DISTRIBUTING SCHOLARSHIP

This scholarship is also awarded in the amount of one semester's tuition to a student enrolled in the Culinary Arts or Food Service Management program. Selection is based on grade point average and instructor recommendations. The award is made in the early spring of each year.

ELKS NATIONAL FOUNDATION VOCATIONAL GRANT

Any current or prospective student can apply. The recipient will receive \$1000 for each of two years. Selection is based on scholastic achievement and financial need. Interested persons should apply by November 15th. The scholarship is usually awarded by April 15th.

THE FRIENDSHIP CLUB

\$200 is awarded to a first-time, first-semester student enrolled in a health program who has attained a grade point average of 4.00 for Fall semester. Selection is based on grade point average and scholarship committee recommendations. Interested students must apply by January 15th. The scholarship will be awarded by January 30th.

GENERAL FEDERATION OF WOMEN'S CLUBS OF MONTANA SCHOLARSHIP

Approximately \$150 is awarded to a current full-time student in any program who has a minimum grade point average of 3.00. Selection is based on grade point average, instructor recommendations, and scholarship committee recommendations. The award is usually made late in October.

HOME OXYGEN SCHOLARSHIP

Cash awards to Respiratory Therapy Technology students are based on need and career goals. Funds are provided by Home Oxygen Care Inc. of Butte, Montana.

JAMES CLUTIS MEMORIAL SCHOLARSHIP

\$75 is awarded to a Practical Nursing student who has successfully completed at least one semester of the Practical Nursing program. Selection is based on scholastic achievement and instructor recommendations. Interested students should apply by February 15th. The scholarship is usually awarded in March.

LLOYD D. SWEET SCHOLARSHIP

Applicants must be graduates of Chinook High School and be enrolled full-time. Eligible students must apply by March 1st and supply three letters of recommendation postmarked by February 20th. Selection is based on scholastic performance and personal character. The scholarship is awarded in May.

LULA CLAY NURSING SCHOLARSHIP

\$350 is awarded Fall and Spring semesters to a second semester full-time Practical Nursing student. Eligible students should apply by November 15th for the Fall scholarship and by April 15th for the Spring scholarship. Selection is based on scholastic achievement, instructor recommendations, and scholarship committee recommendations. The Fall scholarship is awarded by November 30th, and the Spring scholarship is awarded by April 30th.

NATIONAL RESTAURANT ASSOCIATION SCHOLARSHIP

This scholarship is awarded to Food Service Management students. Selection is based on need, grade point average, and industry-related work experience. The award is made in August.

NORCO/L.H. AND F. KISSLER CHARITABLE TRUST SCHOLARSHIP — RESPIRATORY THERAPY TECHNOLOGY

\$600 is divided equally between two recipients. The recipients must be full-time students enrolled in the second semester of the Respiratory Therapy Technology program. Selection is made on the basis of scholastic achievement. Interested students should apply by March 31st.

NORCO/L.H. AND F. KISSLER CHARITABLE TRUST SCHOLARSHIP — WELDING TECHNOLOGY

A Missoula Vo Tech Welding Technology student is awarded \$500. Please contact the Financial Aid Office for information regarding dates and application procedures.

SOROPTIMIST INTERNATIONAL TRAINING AWARD

Annual award amounts are set by each club to promote upward mobility for mature women, assisting them in their efforts toward training and entry or re-entry into the labor market. Candidates are preferably heads of households. Awards are usually made in early spring.

SOROPTIMIST NORTH VOCATIONAL AWARD

Two scholarships are awarded each year in May to high school seniors entering vocational technical fields. Applicants must have been accepted by a vocational technical school. Selection is based on need and scholastic ability.

VENTURE CLUBS OF AMERICA SCHOLARSHIP

\$50 is awarded to a full-time handicapped student between the ages of sixteen and thirty-five. Selection is based on financial need and scholastic achievement. Application deadline is December 31st, and selection is made by mid-January.

WESTERN MONTANA CHEFS DE CUISINE/SUPER FOODS SCHOLARSHIP

This scholarship is awarded to Food Service Management students who are junior members of the local American Culinary Federation. Selection is based on grade point average, instructor recommendation, and student involvement in local American Culinary Federation chapter projects. The award is made in the spring of each year.

Career Services

Missoula Vo Tech's Career Services Office is available to help you develop the job search skills you need to find work upon completion of your vo tech program. Individual assistance in resume writing, interviewing skills, networking with community placement organizations, appropriate employer follow up, and the development of a structured job search plan is available. In addition, Career Services can offer you information about the local, state and national labor market and Missoula Vo Tech program placement rates.

PLACEMENT SERVICES

The Career Services Office can provide you with specific part-time and full-time job leads.

Job placement upon graduation is not guaranteed by Missoula Vo Tech and is influenced by economic trends, student attitudes and motivation, and student academic performance. Career Services will make every effort to assist you in the identification and resolution of employment barriers. In addition, Career Services staff welcome the opportunity to work with you in the identification of your interests, talents, and limitations in the workplace and the channeling of these interests and talents into realistic employment goals.

Academic Support Center,
Academic Advising, Continuing
Ed, Library, Bookstore, Food
Service, Student Health, Housing,
and Student Government

Other Campus
Services



Academic Support Center

The Academic Support Center offers a variety of services designed to increase Missoula Vo Tech students' academic successes in school. Students are assisted in the development of speed-reading and study skills and tutoring in any subject area. Academic and career counseling, as well as help in adjusting to the transition from

the workplace to school, is provided. Academic Support Center staff will also assist disabled students in identifying and developing special learning devices or techniques needed to accomplish program goals.

ACADEMIC BOOT CAMP

Feeling a little stressed out about starting school at Missoula Vo Tech? The answer may be Academic Boot Camp.

"Why," you are already muttering, "would I willingly and of my own accord subject myself to BOOT CAMP?!" Because maybe you're deficient in some academic skills. Because maybe you haven't been in school for many years. Because, in past years, 75 to 80% of students who successfully completed Academic Boot Camp went on to graduate in their programs.

No lousy food. No sergeants yelling in your face. No army boots. We're nice. We promise. Just show up and take the classes that will help you become a better student.

Study Skills

A presentation of the study skills needed by the student to be competitive in higher education. Topics include memory and learning, study reading techniques, study management, listening and notemaking, and test taking. Total book costs for the course are \$10.00. Books required are the Learning to Learn packet and two copies of the LASSI Inventory, available in Missoula Vo Tech's Bookstore.

Reading Speed and Comprehension Lab

Development and upgrading of reading skills to a minimum level required for student success. The lab assumes that the student has no serious reading skill problem. No textbook is required for this class.

Basic Math Review

Introduction, review, and/or development of basic mathematical concepts required and used in Missoula Vo Tech programs. Topics to be taught include fractions, decimals, conversions, ratio/proportion, and percents. The required textbook, Math Fundamentals MAT 103, is available in the Bookstore for \$3.00.

Algebra Review

Introduction, review, and/or development of algebraic concepts required in Electronics Math and Data Processing Math. Topics include symbols, laws of algebra, calculator literacy, algebra rules, word problems, and more. The Algebra Review course is only recommended for students entering the Electronics Technology or Microcomputing Applications and Systems programs. Working with Numbers, available in the Bookstore, is \$7.95.

Career Counseling

Individual sessions and some group testing and interaction dealing with school related problems and the forming of realistic occupational goals. Attitudes, aptitudes, interests, values, and alternatives to existing career goals will be explored. Student achievement in other ABC courses is reviewed and discussed weekly to give the student a measure of their progress. The COPS Interest Inventory is required for the class and available in the Bookstore for \$5.95.

And now for the nitty gritty details. Academic Boot Camp will be offered April 4, 1994 through May 11, 1994; July 11, 1994 through August 12, 1994; November 14, 1994 through December 22, 1994; and again April 3, 1995 through May 10, 1995. The cost of the program, including books and supplies, is \$225 if you take all courses and \$165 if you take less than the entire program. To register, please contact Continuing Education at 542-6875.

Academic Advising

Students are assigned faculty advisors when they enroll at Missoula Vo Tech. Advisors perform many activities designed to maximize student benefits and potential. Faculty advisors act as important resources to students for information about Missoula Vo Tech services, occupational information, and community services. Advisors also offer students assistance in working with class schedules, dropping or adding courses, and understanding

graduation requirements. Students are encouraged to keep in close contact with their advisors, discussing problems and solutions and exploring career options.

Office of Continuing Education

The Office of Continuing Education is committed to providing lifelong, quality educational opportunities for anyone seeking to learn new skills, upgrade job skills, or learn for personal growth and enrichment. Continued learning is an integral part of Missoula Vo Tech's commitment to occupational education.

The Office of Continuing Education serves nontraditional students in ways that may not be possible through the structure of regular, daytime courses and programs. Both credit and noncredit courses are offered. All courses must meet minimum enrollments. Noncredit classes, minicourses, customized workshops, contract courses, and special business programs are among the lifelong learning opportunities provided. A sample of courses is listed below.

CREDIT COURSES

Truck Driving
Academic Boot Camp
*Beginning Medical Terminology **
*Insurance Processing **
*Medical Software Applications **
*Various Accounting and Math Courses **
** May not be offered every semester*

COMPUTER INSTRUCTION

Introduction to Computers and Applications
Introduction to MS-DOS
Keyboarding
Beginning and Advanced WordPerfect 5.1
PageMaker (Aldus 4.0)
Advanced Desktop Publishing
Beginning Lotus 1-2-3
Advanced Lotus 1-2-3
Computerized Accounting (Peachtree)
Beginning and Advanced PC Maintenance

HEALTH - SAFETY - FAMILY - PERSONAL

Hazardous Materials Training
Industrial First Aid
IV-Therapy Update
Surgery Update
Childcare and Family Workshops
Personal Appearance
Personal Finance Series
Montana Motorcycle Safety Education (MMSEP)
Culinary Courses

TECHNICAL - VOCATIONAL

Truck Driving
Teller Training
Beginning Drafting I and II
Private Pilot Ground School
Machine Shop I and II
Welding Courses
Short Course Nontraditional Training for Women

BUSINESS AND PROFESSIONAL DEVELOPMENT

Workplace Excellence
Employee Motivation and Retention
Business Communications and Team Building
Job Strategies in the '90s
Job-Related Stress Workshops
Marketing Basics
Grantwriting I and II
Basic Recordkeeping for Small Business
Reading and Analyzing Cash Flow
Total Quality Management

PLEASE CALL 542-6875 OR VISIT THE OFFICE BETWEEN 8:00 A.M. AND 5:00 P.M. FOR
CURRENT SCHEDULE.

REGISTRATION AND FEES

Pre-registration for all classes (in person, by mail, or by phone), from 8:00 am - 4:00 pm, will be accepted on a "first-come, first-served" basis until classes are filled. Fees are payable at time of registration. *Placement will be guaranteed ONLY when payment is received in full.*

BOOKSTORE

All textbooks listed in course schedules are available at the Missoula Vo Tech Bookstore, unless otherwise noted. Bookstore daytime hours are 8:00 a.m. - 4:30 p.m., Monday through Friday. Special evening hours will be Monday through Thursday, 5:00 - 8:00 p.m. for the first week of classes only. To obtain exact price of textbooks, please call 542-6873. Please note that textbook purchases are to be made through the Bookstore only.

DISCLAIMER

The Office of Continuing Education reserves the right to cancel a course if sufficient number do not register, and the right to adjust the course content, fees, location, and schedule of the classes. Persons will be notified and fees refunded if a course cancellation occurs. Every effort shall be made to assure accuracy at publication time, but the course schedule will not infer a binding contract with Missoula Vo Tech's Office of Continuing Education.

CANCELLATION AND REFUND POLICY

If the Office of Continuing Education cancels a course or workshop (credit or noncredit) in which a student has enrolled, the student will receive a full refund including all fees.

The refund schedule for credit courses is as defined in the Missoula Vo Tech catalog. If students are unable to attend a non-credit Continuing Education class or workshop for which they have registered, they must notify the Office and officially withdraw. Refunds are calculated according to the schedule below:

Up to one business day prior to the first class 100% refund less \$20 cancellation fee
Less than 24 hours or one business day prior to first class no refund
After class begins no refund

Library

The library located in the Administration Building is responsible for processing, circulating and maintaining a well-balanced collection of both print and non-print materials. The library houses over 10,000 books and 125 newspapers and magazines, as well as over 500 audio-visual titles. In addition, study areas and a viewing area for audio-visual materials are maintained. A satellite library is located at the west campus.

Bookstore

The bookstore carries an inventory of most required textbooks, tools, and supplies.

Books purchased may be returned for any reason within two weeks after purchase for the full amount, providing that they 1) are accompanied by a cash register sales slip and 2) are in brand-new condition, with no writing in them, including names and addresses.

The bookstore holds a buy-back period during the last week of each semester. Used books will be bought back at fifty percent of the purchase price, providing they 1) are being used the next semester, and 2) are in good condition, with no excessive underlining, missing pages or scratched covers. The management reserves the right to refuse any book.

The bookstore accepts Master Card and Visa.

Bookstore hours are 8 am until 4:30 pm Monday through Friday, unless otherwise posted.

Snack Bars and Dining Room

Snack bars are in operation for lunch and snacks in the Administration and Trade and Technology Buildings. Full-course gourmet meals are available in the Hunter Dining Room, which is also located in the Administration Building.

Student Health

Missoula Vo Tech does not have a student health center. Students are encouraged to select a Missoula doctor while attending school and to have this doctor's name on file with the Admissions Office. In the case of an emergency, Missoula Vo Tech staff will administer first aid immediately and then send the student to the nearest hospital emergency room. Students with medical, physical, and/or emotional problems are encouraged to inform the Admissions Office of their condition immediately upon arrival.

Housing

On-campus housing is not available at Missoula Vo Tech. When space permits, room and board for vo tech students is available at the University of Montana campus. Contact the U of M Residence Halls Office at 406-243-2611. Housing for low-income families, persons with disabilities, and the elderly may also be available through the Missoula Housing Authority. The Housing Authority can be reached at 406-549-4113. If interested in these housing options, Missoula Vo Tech strongly encourages you to contact these offices as soon as you make your decision to relocate to Missoula. Services are often available on a first-come, first-served basis, and waiting lists may exist.

At the present time, housing availability in Missoula is very limited. Students are encouraged to find housing two or three months prior to beginning school. As you begin your search for housing, the following information may be useful. Missoula Vo Tech makes no specific claims and the information presented should be used only as a guide.

FREQUENTLY ASKED QUESTIONS

Q *What type of housing should I consider?*

A It is important for you to know what your specific needs will be while living in Missoula. Consider the following:

- 1) How many people there are in your family
- 2) The ages of your family members
- 3) The amount of furnishings, if any, you will bring with you
- 4) The amount of money you can contribute toward housing
- 5) If you're single, whether you wish to have a roommate to share expenses
- 6) Your personal transportation situation
- 7) Whether you will be bringing a pet (most landlords don't allow pets)
- 8) The amount of space you will need

Q *What type of housing is available in Missoula?*

- A
- 1) One, two, and three-bedroom houses, apartments and mobile homes that are furnished, partially furnished, or unfurnished
 - 2) Studio apartments
 - 3) Room and board for Missoula Vo Tech students at the University of Montana, when space permits
 - 4) Low-income housing through the Missoula Housing Authority for low-income families, persons with handicaps, and the elderly

Q *What is the cost range of housing in Missoula?*

A Rent fluctuates from year to year and may also depend on the time of year. Location within the city can have an effect on cost.

The following information is based on listings taken from Missoula's daily newspaper during a seven-day period in October, 1993:

Furnished Rooms, Apartments, Duplexes, and Multiplexes

Size	Price Range	Average Price
1 room or studio apartment	\$180 - \$325	\$241
1 bedroom	\$325 - \$435	\$380
2 bedrooms	\$500 - \$550	\$525
3 bedrooms	None were listed	

Unfurnished Rooms, Apartments, Duplexes, and Multiplexes

Size	Price Range	Average Price
1 room or studio apartment	\$295 - \$350	\$332
1 bedroom	\$300 - \$550	\$393
2 bedrooms	\$425 - \$695	\$578
3 bedrooms	\$580 - \$650	\$627

Furnished Houses

<i>Size</i>	<i>Price Range</i>	<i>Average Price</i>
1 bedroom	\$410	\$410 Only one listed
2 bedrooms	None were listed	
3 bedrooms	None were listed	

Unfurnished Houses

<i>Size</i>	<i>Price Range</i>	<i>Average Price</i>
1 bedroom	\$375	\$375 Only one listed
2 bedrooms	\$475 - \$750	\$585
3 bedrooms	\$550 - \$980	\$763

Mobile Homes

<i>Size</i>	<i>Price Range</i>	<i>Average Price</i>
1 bedroom	\$260 - \$298	\$278
2 bedrooms	\$425 - \$550	\$480
3 bedrooms	\$550 - \$580	\$560

Q *What is the availability of housing in Missoula?*

A In 1991 the number of rental units seemed to be inadequate to satisfy the demand.

Q *When should I begin to locate housing?*

A Usually you should obtain housing two to three months prior to actual enrollment at Missoula Vo Tech. If you are interested in University of Montana housing, you should contact that housing office for specific details about when to apply.

Q *How close to Missoula Vo Tech should I establish my residence?*

A The answer to this question depends on several factors you should consider:

- 1) Missoula Vo Tech has two campuses that are approximately three miles apart. However, students do not travel between campuses for classes. A map is provided in this catalog.
- 2) If you have children, the proximity of their school to your residence
- 3) Your transportation situation

Many students drive cars, share rides, or ride bicycles. In addition, Missoula has a city bus system.

Q *How do I begin to find housing?*

A Contact property management businesses listed in the "yellow pages", read newspaper ads, ask friends and relatives, and telephone real estate offices.

Q *In addition to rent, what other costs can I expect to pay?*

A A security or damage deposit, renter's insurance on your furnishings, utilities, moving costs, and furnishings if needed.

Q *What questions should I ask my landlord?*

A Find out what is covered by the rent amount; who is responsible for upkeep, repairs, and maintenance; the length of the lease; how and when the lease may be terminated or renewed; when the landlord may enter the rental; rules and regulations you must follow as a user of the property; whether the landlord has a lien on your personal property; and whether all agreements with the landlord are written into the lease. Read all leases carefully before signing and check the rental for cleanliness, prior damage, upcoming repairs, and conditions of appliances, drapes, and carpets.

Q *Are there other things to consider?*

A You should evaluate storage needs, garage/parking facilities, rent and deposit amounts, and the need for furnishings.

Housing advertisements expressing any preference, limitation, or discrimination based on race, color, religion, gender, handicap, family status, or national origin is illegal according to the Federal Fair Housing Act.

Student Government

Missoula Vo Tech boasts an active, dynamic, and involved student government. The goal of student government activities is to provide Missoula Vo Tech students with a quality educational environment. Missoula Vo Tech encourages all students to become active in student government activities.

Student government functions through a Student Council governing body. Student council officers are involved in the following activities:

The Student Council President is concerned with the political and social issues that affect the welfare of the students of Missoula Vo Tech and other postsecondary schools in Montana. The President may meet with state education officials and members of the Montana Congress to offer student perspectives on issues. The President also works with the Student Council Treasurer, keeps abreast of curriculum changes, and conducts all Student Council meetings.

The Student Council Vice-President is actively involved in issues of concern within the Vo Tech, just as the President deals with issues of education statewide. The Vice-President also coordinates fundraising, purchasing, special events, and public relations.

The Student Council Secretary performs clerical tasks, conducts student opinion polls, writes correspondence, and maintains files.

The Student Council Treasurer is the financial manager for the Student Council. The Treasurer ensures that the Council operates within its determined budget. The Treasurer also balances monthly statements and offers a monthly report to the Student Council.

Senators are the main communication link between the Student Council and the student body. Senators bring student concerns and suggestions to the Council and keeps students informed of Council and school activities and issues. Each Missoula Vo Tech program has at least one senatorial representative.

Student Council officers are elected by student popular vote. Students interested in running for Student Council positions should contact Charles Couture, Supervisor of Student and Public Affairs and the administrative advisor to student government.

Volunteers are needed to conduct student elections. They cannot be candidates for Student Council offices. Students wanting to volunteer should also contact Charles Couture.



PROGRAM LENGTH

The programs in this catalog are designed to be completed in a certain number of semesters. Some students find that following the program of study as shown in the catalog is too demanding. We encourage individuals to look into the possibility of taking fewer classes and extending the length of their program. For more information, contact the Admissions or Counseling Offices at 542-6882.

ATTENDANCE

Attendance affects the quality of student performance. Students are expected to attend all class sessions of the courses in which they are enrolled. Absences are neither excused nor unexcused. Attendance may be considered in determining a student's grade. Guidelines used to determine the extent attendance affects grades is at the discretion of the instructor and will be stated at the beginning of each course orally and in writing. Students are responsible for making up work missed because of absences. Instructors are not expected to expend additional time and effort repeating classroom, lab, or clinical instruction because of student absence.

HOURS OF THE INSTRUCTIONAL DAY

Most full-time Missoula Vo Tech students attend class five to six hours daily, Monday through Friday. However, student schedules in some programs may differ significantly.

Respiratory Therapy Technology students rotate evenings (2:45 p.m. to 11:15 p.m.), days (6:45 a.m. to 3:15 p.m.) and possibly night (11 p.m. to 7 a.m.) during clinical instruction.

Surgical Technology students may rotate shifts during clinical instruction, as well. Hours may vary from 7 a.m. to 3 p.m., 9 a.m. to 5 p.m. and 2 p.m. to 10 p.m. Night and weekend on-call experiences for emergency surgery cases are in addition to regularly scheduled hours during Summer session.

Practical Nursing students in the clinical instruction phases of training may be scheduled to attend from 7:00 a.m. to 3 p.m., 7 a.m. to 7 p.m., 7 a.m. to 1 p.m., or 7 a.m. to 11 a.m.

Culinary Arts and Food Service Management students may attend class from 7 a.m. to 4:00 p.m., depending on the semester.

Legal Assisting and Legal Secretarial Technology students may have some evening courses taught by local legal community members.

Programs that consist primarily of lecture courses generally meet fewer hours per day than programs having more clinical, internship, or lab time.

In some programs where staff, facilities, or equipment are limited, classes may be scheduled before and after the normal instructional day. Some classes may start as early as 7:00 a.m. Computer lab courses may be scheduled as early as 7:00 a.m. and as late as 6:00 p.m. Classes taught by adjunct faculty may be scheduled during evening hours.

In order to smoothly accommodate various school meetings and special activities, classes will occasionally be canceled. These times of class cancellations are available to students each semester in the Registrar's Office.

The amount of homework is often greater for theory courses than for practical application courses. A specific program may be comprised mainly of theory courses one semester and practical application courses the next semester. The instructional day may vary accordingly.

SUBJECT CLASSIFICATION

ACC	Accounting	MPR	Metals Processing
ASC	Academic Support Center	NUR	Nursing
BME	Building Maintenance Engineering	POL	Political Science
BUS	Business	PSY	Psychology
COM	Communications	RES	Respiratory Therapy
CRT	Computer Technology	SCI	Science
CUL	Culinary Arts	SEC	Secretarial Technology
DET	Diesel Equipment Technology	SET	Small Engine Technology
EET	Electronics	SUR	Surgical Technology
HEO	Heavy Equipment Operation	TRK	Truck Driving
LEG	Legal Technology	WEL	Welding
MAT	Mathematics		

GRADING

The grading system includes the following options:

A Superior performance

4 grade points per credit

B High degree of performance

3 grade points per credit

C Adequate performance

2 grade points per credit

D Minimum performance

1 grade point per credit

F Achievement does not merit awarding credit

0 grade points per credit

I Incomplete Given if course work is nearly, but not quite, complete for an acceptable reason

No grade point value

L Listener Awarded to those individuals who declare to the instructor by the fifth instructional day that they are auditing the course

No grade point value

P Pass Only awarded in Orientation, Internship, Independent Study, Seminar, and Clinical Experience courses

No grade point value

NP No Pass Only awarded in Orientation, Internship, Independent Study, and Clinical Experience courses

No grade point value

CH Credit Challenged Testing indicates content accomplished

No grade point value

T Credit Transferred Course work transferred from another postsecondary education institution

No grade point value

W Withdrawal Student initiated withdrawal

No grade point value

Faculty assign and report all grades at each semester's end. All students will be graded each semester for all courses in which they are enrolled. Grades are posted on a student's transcript for each semester. Copies of transcripts may be obtained from the Registrar's Office. Transcripts are not released to students owing debts to Missoula Vo Tech.

Students may leave addressed, stamped envelopes with the Registrar's secretary if they want their end-of-semester grades mailed to them, or they may pick up copies of their grades in the Registrar's Office.

GRADE POINT AVERAGE

A student's level of academic performance is determined through the calculation of a grade-point average (GPA). The total number of grade points is divided by the total number of credits that have a grade point value. Only "A," "B," "C," "D," and "F" grades will be used when computing grade point averages. Grade points are not awarded for grades "I," "P," "N," "CH," "L," "T," and "W." These grades more appropriately reflect a status of credits and are not in a true sense grades.

INCOMPLETE GRADE

"Incomplete" is given at the discretion of the instructor and only when the student has done satisfactory work, but could not, for some unavoidable reason, complete a small part of the course work or take the final examinations. If a final grade of "I" is recorded, the instructor shall indicate in writing to the student what must be done to make up the deficiency. The instructor shall also indicate in the written statement what permanent grade should be entered if the incomplete is not removed by the deadline. The incomplete must be made up the next semester that the course is offered. A student wishing to make up an incomplete must make arrangements with the instructor who assigned the incomplete. The student does not re-register for the course in which the incomplete was received. However, if the student makes the mistake of re-registering for the course, it is very important that the course be dropped by completing a Drop/Add form. A student who has made up an incomplete must obtain a Grade Change form from the Registrar's Office and present it to the instructor. The instructor will list the new grade on the form, sign it, and return the form to the student. It is the responsibility of the student to return the completed form to the Registrar's Office for processing. Upon receipt in the Registrar's Office, the new grade will be posted on the student's transcript.

TRANSCRIPTS

The Admissions and Registrar's Office keeps complete academic records on each student. Copies of the official academic transcript are available upon request by the student. This request must be in written form and include the signature of the student. The first copy requested is free of charge, and each additional copy will cost \$2. When requesting copies of the transcript, please make checks payable to MVTC.

When copies of a student's transcript are for in-school use, such as applying for a scholarship, no fee will be charged.

AUDITING A COURSE

Students who enroll in courses for non-credit are given the status of "Listener" and pay the same fees as students enrolled for credit. Enrollment in a course as a "Listener" will not count toward financial aid requirements. Students choosing to audit courses must inform the course instructor by the end of the third full week of classes.

CHALLENGING A COURSE

A student wishing to challenge a course must notify the instructor and enroll in the course. A student may challenge a particular course only one time. The challenge exam is administered by personnel from the department offering the course. In the event that the challenge is unsuccessful, the student may desire to drop the course. It is important, therefore, that the challenge be completed prior to the deadline for course drops in that semester. If the challenge is successful, a grade of "CH" will be posted on the student's transcript at the end of the semester. Internship, clinical experience, and some lab courses cannot be challenged. A failed course also may not be challenged. Course work that has been successfully challenged does not count toward financial aid requirements.

DROPPING OR ADDING A COURSE

Any changes in the student's schedule need to be accomplished by filling out a Drop/Add form, which is available in the Registrar's Office. Students may drop courses during the first 25 days of the course if the course is a full-semester course. Students may drop courses during the first 12 days of the course if the course is a half-semester course. If a student simply needs to change a section of the same course, a Drop/Add form must still be used, and such changes are permissible up to mid-semester. Drop/Adds may be permitted after the deadline date in cases

of extreme need and must be initiated through the Registrar's Office. All Drop/Add must be signed by the student's advisor. Courses being dropped or added must be approved by the Registrar's Office. Incomplete and/or incorrect Drop/Add will not be processed.

Drop/adds will be computed in accordance with regular tuition and fee schedules. There will be no refunds for drops after the term's tenth day of classes.

WAIVING A COURSE

Consideration of course waivers is done on an individual basis. Waivers will generally be approved only under circumstances in which a student has been unable to schedule a specific course during the student's tenure at Missoula Vo Tech, because of conditions created by Missoula Vo Tech. A course waiver form, available in the Registrar's Office, must be initiated by the student. The Registrar's Office will then submit the form to the Supervisor of Academic Affairs for action. The Supervisor of Academic Affairs will contact the chairperson of the department which offers the program in which the student is enrolled. The Department Chairperson will provide a recommendation as to approval or disapproval, and the Supervisor of Academic Affairs will decide whether or not to approve the course waiver. The Registrar's Office will inform the student as to action taken on the course waiver request.

REPEATING A COURSE

Courses may be repeated to increase one's knowledge. The grade and grade point value for the repeat course will replace the earlier grade and grade point value. The grade and accompanying information for a repeat course will be posted on the student's transcript for the semester during which the repeat course was completed. Record of the earlier attempt will be deleted from the transcript.

Course repeats will not affect academic progress as it relates to students receiving federal and state financial aid.

Students wishing to repeat courses must receive prior approval from the Registrar. A Course Repeat form, available in the Registrar's Office, must be completed by the student. If the Course Repeat form is not properly completed and submitted, the grades and accompanying information for both course attempts will be posted on the student's transcript.

TRANSFERRING COURSE WORK

Often, students feel they have taken course work at another postsecondary institution that might substitute for specific Missoula Vo Tech courses. The Supervisor of Academic Affairs and the chairperson of the department that offers the course will review the courses. Course work taken in which a grade lower than "C" was received will not be considered for transfer credit. A student wishing to request transfer credit must make arrangements to have the postsecondary institution from which the original course credit was received send an official grade transcript and a course description to Missoula Vo Tech. The student must initiate the transfer request with the Admissions Office by completing a course transfer request form. The Admissions Office will inform the student as to action taken on the transfer request. If the student is registered in a course for which transfer has been approved, the student is to drop the course by completing a Drop/Add form by the drop deadline. If approved, a "T" grade will be posted on the student's transcript at the semester's end. Internship, clinical experience, and some lab courses will not be considered for transfer credit. Transferred course work will not count toward financial aid requirements.

Drop/adds will be computed in accordance with regular tuition and fee schedules. There will be no refunds for drops after the term's tenth day of classes.

TRANSFERRING FROM ONE PROGRAM TO ANOTHER

Missoula Vo Tech allows students to transfer from one program to another. Current students wishing to transfer to another program must complete a new Missoula Vo Tech application specifying the new program choice.

WITHDRAWING FROM SCHOOL

A student may initiate an official withdrawal from school by completing the Withdrawal form available in the Admissions Office. The student must sign, have his/her advisor sign, and return the form to the Admissions Office. Withdrawal grades will be recorded for courses in which the student is currently registered. A student wishing to

officially withdraw must do so at least 20 days prior to the end of the semester. If a student stops attending and does not properly withdraw, other grades will be recorded.

Drop/adds will be computed in accordance with regular tuition and fee schedules. There will be no refunds for drops after the term's tenth day of classes.

ACADEMIC PROGRESS FOR ALL STUDENTS

Missoula Vo Tech personnel believe that each student is unique and learns at an individual pace. However, guidelines are necessary to ensure that students progress at a reasonable rate of speed and at a reasonable level of achievement.

All Missoula Vo Tech programs have specific course requirements to be completed for graduation. These courses are to be completed in a defined sequence. However, if Missoula Vo Tech enrolls new students in a particular program more than one time during the same academic year, the sequence of course requirements may vary from group to group.

Each program is a certain number of semesters in length. Students should complete the program in the number of semesters listed. However, for a variety of reasons, some students may not keep the time schedule. To ensure students progress at a reasonable rate of speed and at a reasonable level of achievement, academic progress standards are hereby defined.

Students enrolled in Practical Nursing, Respiratory Therapy Technology, or Surgical Technology must pass all in-area courses with a minimum grade of "C" in order to continue in the program and to graduate.

Students enrolled in the Truck Driving program must receive a passing grade in all required course work prior to entering Vehicle Operations II and III. In addition, students must receive passing grades in all required course work in order to be eligible to take the Department of Transportation driving examination.

The first semester any student does not receive a 2.00 grade point average, a warning that progress has been less than satisfactory will be issued. Corrective steps include, but are not limited to, counseling, advising a reduction in credit load, enrolling in an Academic Boot Camp course, tutoring, or possibly a change in program.

Students receiving less than a 2.00 grade point average for the second consecutive semester will be placed on probation. Students on probation should seek assistance from the counseling staff in developing a plan of action aimed at improving progress. A student must complete a minimum of six credits at a grade point average at or above 2.00 in order to be removed from probation.

Students receiving less than a 2.00 grade point average for the third consecutive semester will be suspended for a semester before being readmitted. The re-entry semester will be a probationary period during which a 2.00 minimum grade point average must be earned.

Students failing to meet these standards will again be subject to suspension. Readmission must be initiated by the Supervisor of Student and Public Affairs. Any future enrollment will be on a probationary status.

If a student believes that his/her suspension from school was without cause or in an irregular manner, the student may file a grievance with the Supervisor of Student and Public Affairs. The grievance procedure as outlined in the Student Handbook shall be followed.

ADDITIONAL ACADEMIC PROGRESS STANDARDS FOR STUDENTS RECEIVING FINANCIAL AID

The above academic progress standards must be adhered to by all Missoula Vo Tech students. Students receiving financial aid must adhere to additional academic progress standards.

Students receiving financial aid become ineligible for such aid if they are on academic probation at Missoula Vo Tech. In addition to the academic standards that apply to all Missoula Vo Tech students, students receiving financial aid become immediately ineligible for aid if they receive less than a 1.50 grade point average for the semester. Students receiving a grade point average between 1.50 and 1.99 will be placed on financial aid warning. The second consecutive semester a student receives less than a 2.0 grade point average, they will be placed on financial aid probation and become ineligible for financial aid. To become eligible again after losing financial aid for the

semester of probation, a student must have been enrolled on at least a half-time basis and have earned a 2.00 grade point average for the semester of probation. Students receiving aid who have less than a 2.0 cumulative grade point average also become ineligible for financial aid.

Financial aid recipients must complete graduation requirements within a specific amount of time if they are to remain eligible for aid. This amount of time is double the program length as stated in the catalog. For example, the Medical Reception program is listed as being two semesters in length, so financial aid recipients will have four semesters to complete the program. Consecutive semester attendance is not mandatory and in many cases not possible.

Financial aid recipients will undergo academic progress evaluations at the end of every semester of attendance. They need to have completed the minimum course work to remain eligible to receive aid. The minimum course work is defined as the percentage of course work represented by the number of completed increments (two semesters equal one increment) compared to the program's normal completion timeframe. For example, the normal completion timeframe for Medical Reception is two semesters. Financial aid recipients must successfully complete one-half of the course work required for the Medical Reception certificate by the end of the second semester.

Financial aid recipients must be registered for a minimum of twelve credits in order to receive the maximum amount provided by the Federal Pell Grant. If students are registered for nine to eleven credits, they are eligible to receive three-fourths of a full Federal Pell Grant. If they are registered for six to eight credits, they are eligible to receive one-half of a full Federal Pell Grant.

Enrollment in a course as a listener will not count toward requirements for receipt of financial aid. In addition, courses successfully transferred or challenged will not count toward requirements for receipt of federal and state financial aid.

If a student receiving financial aid enrolls and then officially withdraws from school, that semester will not count as part of the maximum time allowance for program completion.

Students withdrawing from school before the middle of the semester will repay, on a prorated basis, funds received from grants. No repayment will be charged if students withdraw after the middle of the semester. Students receiving guaranteed student loans are reminded that withdrawing from school does not relieve them of their loan obligations. Loans must be repaid regardless of withdrawal.

PROGRAM COMPLETION REQUIREMENTS

All students enrolling at Missoula Vo Tech have specific course requirements to complete for graduation. The courses listed in the catalog at the time of enrollment are those which students must complete. If students transfer to other programs, the course requirements for the new program listed in the catalog at the time of transfer must be completed. If students discontinue attendance, other than the normal summer session break for specified programs, the course requirements listed in the catalog at the time of the student's return must be completed. A minimum of 51% of the program's credits must be completed at Missoula Vo Tech.

Students who complete all but the last term of their program requirements and accept employment in a position related to their occupational program should consult with their advisors to revise their degree (or certificate) plans for part-time enrollment. It is the intent of the Missoula Vocational Technical Center administration and faculty to assist these students in completing their studies while maintaining the integrity of graduation requirements. In general, after obtaining employment, these students should continue work towards the certificate or degree each semester until graduation. Students should plan to complete all requirements within two semesters (one year). The procedure would begin with the student contacting the advisor for an appointment, during which the student's degree (or certificate) plan would be brought up-to-date and courses identified which would not be completed prior to employment. The student's unmet course requirements would be analyzed for possible solutions for completion. Approval for completing course requirements using methods other than taking the course must be obtained from the department chairperson and the Supervisor of Academic Affairs.

On occasion, current program course requirements will be modified. When this occurs, students may complete either the old program requirements or the new program requirements. In the event previously required courses

are no longer offered, students may substitute similar courses or request course waivers, whichever is deemed most appropriate by the Supervisor of Academic Affairs.

CERTIFICATE OF COMPLETION AND ASSOCIATE OF APPLIED SCIENCE DEGREE

In order to receive a certificate or degree, a student must have passed all required courses and have an overall grade point average of 2.00 in all required course work. Students fulfilling completion requirements for programs must submit an Application for Certificate or Degree during their last semester of enrollment. This form is available in the Registrar's Office. Students neglecting to submit this application to the Registrar's Office will not receive certificates/degrees. The student's advisor must sign the Application for Certificate or Degree. A \$15 fee is charged to each student who applies for a certificate or degree.

RELATED STUDIES REQUIREMENTS

Missoula Vo Tech strives to provide students with the vocational skills needed to obtain employment, to provide insights and abilities which will enhance personal and work lives, and to contribute to students' professional success. To accomplish these goals, students are required to satisfy the following related education requirements prior to graduation:

1. *Mathematics* — Completion of one of the following primary courses: MAT 103, 104, 107, 122, 133, or 153. Specific programs may have math skills imbedded within the curriculum.
2. *Communications and Human Relations* — Completion of PSY 110 and one COM course as required by the specific program. Some programs have these skills imbedded within other courses which will satisfy this requirement.

HEALTH PROFESSIONAL EXAMINATION REQUIREMENTS

Upon completion of the Practical Nursing, Surgical Technology, or Respiratory Therapy Technology programs, students are expected to take professional examinations. Students are responsible for filing required forms, associated fees, and grade transcripts. The following are general requirements for examination applicants:

Practical Nursing examination applicants must:

1. Be a minimum of eighteen years of age.
2. Be graduates of an approved/accredited school.
3. Submit applications for licensure to the Board of Nursing for the state in which they wish to be licensed.
4. Submit applications for examination to the National Council Licensing Examination for Nursing (NCLEX).
5. Request the Missoula Vo Tech Registrar's Office to send a grade transcript showing graduation date to the appropriate board of nursing.
6. Take the examination. The testing centers for Montana are in Billings and Helena. Applicants make their own appointments once becoming eligible through the State Board of Nursing.

Respiratory Therapy Technology examination applicants must:

1. Be a minimum of eighteen years of age.
2. Be graduates of an approved/accredited school.
3. Submit examination applications to the National Board of Respiratory Care (NBRC).
4. Take the examination. The closest testing sites are located in Bozeman and Spokane. Examinations are currently taken in March, July, and November and cost \$90.

Surgical Technology examination applicants must:

1. Be graduates of an accredited program and institution.
2. Submit examination applications to the Psychological Corporation.
3. Take the examination. The test center for Montana is Butte and tests are currently taken in September. The exam may be taken in out-of-state locations -- such as Spokane, Washington -- in March. A reduced exam fee is offered to applicants who are members of the Association of Surgical Technologists.

More information can be obtained by contacting the Health Professions Department Chairperson, Bobette Pattee at 542-6821. All health professions students must submit an Application for Certificate or Degree to the Admissions Office in order to receive a Certificate of Completion.

GRADUATION CEREMONY

A formal graduation exercise is held at the end of Spring semester each year to recognize and honor those students who have completed programs the previous Summer session or Fall semester, as well as those who expect to complete their programs by the end of Spring semester. Students wishing to participate in the graduation ceremony should contact the Registrar's Office Spring semester.

Equal Opportunity, Equal Access, Racial and Sexual Harassment, Cultural Diversity, Gender Issues, and Drug Free Campus

Campus Issues IV

EQUAL OPPORTUNITY, EQUAL ACCESS, AND RACIAL AND SEXUAL HARASSMENT

Missoula Vo Tech is committed to provide all persons an equal opportunity for education, employment, and participation in school activities without regard to race, color, religion, national origin, gender, marital status, age, or disability. Racial or sexual harassment of students or faculty is unlawful. In addition, this facility may not be used in the furtherance of any discriminatory practice, nor become a party to an agreement which has the effect of sanctioning discriminatory practices. This policy is in compliance with the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Titles VII and VIII of the Public Health Service Act, the Rehabilitation Act of 1973, the Montana Human Rights Act, and the Americans with Disabilities Act of 1990.

Please contact Charles Couture, Supervisor of Student and Public Affairs, in the Administration Building at 542-6883 if further information is desired regarding Affirmative Action or Equal Opportunity as it relates to students. Students with disabilities should also contact Charles Couture if special services are needed or if obstacles are encountered at Missoula Vo Tech. Students who believe their rights have been violated should consult the grievance section of their Student Handbook. When information is solicited by Missoula Vo Tech regarding one or more of the categories listed in this section, the information is used to provide statistical data for state and federal reports and is not personally identifiable. The solicitation of such information is also used for purposes of complying with state and federal law. Missoula Vo Tech is an Equal Opportunity/Affirmative Action employer. Women and minorities are especially encouraged to apply. Students are encouraged to enroll in programs regarded as nontraditional to their gender.

CULTURAL DIVERSITY TASK FORCE

Missoula Vo Tech has a task force to examine issues of cultural diversity at the school and to encourage the enrollment and retention of students from many cultures. Students are encouraged to participate in the important work of this task force. Interested students should contact Charles Couture, the Supervisor of Student and Public Affairs, at 542-6883.

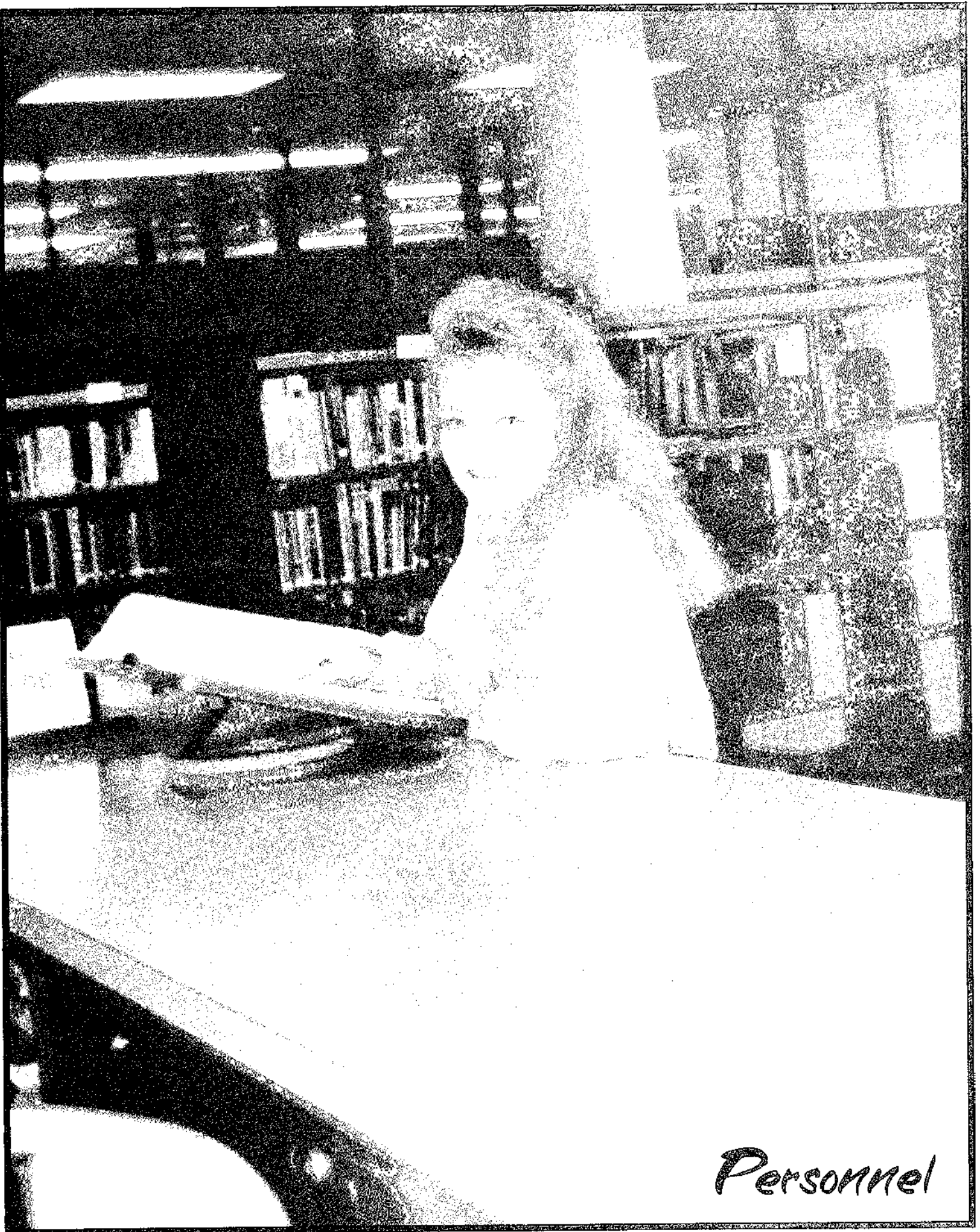
GENDER ISSUES

An active group of faculty and staff participate in a Gender Sensitivity committee on campus. The committee's purpose is to examine issues of gender at Missoula Vo Tech and foster the development of gender equity in all campus activities. Students are encouraged to be involved in this committee's work. For further information, please contact Julie Nardi or Rhea Bottomly in the Student Services Office.

DRUG FREE CAMPUS

In compliance with the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) Missoula Vo Tech is committed to providing a drug free campus. The unlawful manufacture, distribution, sale, possession, or use of illicit drugs or alcohol at Missoula Vo Tech or as part of any of its activities is prohibited. In addition, Missoula Vo Tech enforces the Board of Regents policy regarding alcoholic beverages as stated in Section 503.1 of the Policy and Procedures manual.

Students, as a condition of attendance, must comply with this policy.



Personnel

Administrators and Support Staff

Atkin, Steven; Resource Center Librarian; B.A., 1972, M.Ed., 1976, University of Montana; at Missoula Vo Tech since 1982. 542-6818

Bottomly, Rhea, L.P.C.; Counselor; B.F.A., 1976, University of Utah; M.A., 1987, University of Montana; Licensed Professional Counselor; at Missoula Vo Tech since 1988. 542-6882

Burke, Daniel; Financial Aid Officer; B.S., 1970, Western Montana College; M.Ed., 1984, Northern Montana College; at Missoula Vo Tech since 1978. 542-6885

Conrad, Rowan, Ph.D., L.P.C.; Counselor; B.S., 1964, Baker University; Ph.D., 1974, Kansas State University; Licensed Professional Counselor; Certified Chemical Dependency Counselor; at Missoula Vo Tech since 1990. 542-6882

Couture, Charles, Ed.D.; Supervisor of Student and Public Affairs/Admissions Officer/Registrar; B.S., 1967, Western Montana College; M.A., 1969, Ed.D., 1989, University of Montana; at Missoula Vo Tech since 1969. Recipient of the 1993 Staff Member of the Year Award and the 1993 Missoula Vo Tech Associated Students' President's Choice Award. 542-6883

Heyer, Chris; Continuing Education and Grants Coordinator; at Missoula Vo Tech since 1991. 542-6875

Lerum, Dennis, Ed.D.; Director; B.S., 1966, M.S., 1966, University of Wisconsin — Stout; Ed.D., 1984, University of Montana; at Missoula Vo Tech since 1967. 542-6851

Moore, Claudia, Ph.D.; Supervisor of Academic Affairs; B.S., 1974, University of Texas; Ph.D., 1983, University of Minnesota; at Missoula Vo Tech since 1988. 542-6850

Nardi, Julie; Marketing and Career Services Coordinator; B.S., 1980, Eastern Montana College; at Missoula Vo Tech since 1989. Recipient of the 1993 Director's Award of Distinction. 542-6888

Stocking, Lynn; Computer Services Coordinator; B.S., 1974, M.Ed., 1987, University of Montana; at Missoula Vo Tech since 1977. 542-6801

Taylor, James, Ph.D.; Deputy Director and Supervisor of Administrative Affairs; B.S., 1960, M.Ed., 1970, University of Montana; Ph.D., 1977, Colorado State University; at Missoula Vo Tech since 1968. 542-6854

Faculty

Bourke, Niki; Business Technology; B.A., 1979, University of Montana; eighteen years related work experience; at Missoula Vo Tech since 1986.

Burger, Robert, Ph.D.; Accounting/Business and Computer Technology; A.A., 1968, Dawson College; B.S., 1969, Eastern Montana College; M.S., 1971, Montana State University; Ph.D., 1980, Colorado State University; 18 years related work experience; at Missoula Vo Tech since 1971. 542-6823

Chase, Alfred; Related Studies; A.S., 1960, University of Massachusetts; B.S., 1964, M.S., 1968, University of Montana; at Missoula Vo Tech since 1969. 542-6822

Fillmore, Deborah, R.N.; Practical Nursing; Certificate, 1975, Missoula Vocational Technical Center; B.S.N., 1981, Montana State University; Certified Surgical Technologist; 9 years related work experience; at Missoula Vo Tech since 1990. 542-6821

Headlee, Jim; Diesel Heavy Equipment Mechanics; B.S. 1980, M.Ed. 1987, Northern Montana College; 6 years related work experience; at Missoula Vo Tech since 1990. 542-6843

Hill, Karen, R.N.; Practical Nursing and Related Studies; B.S.N., 1964, University of Nebraska; 15 years related work experience; at Missoula Vo Tech since 1984. 542-6822

Hinricher, Carol; Computer Technology/Medical Office Technology; B.A., 1973, University of Montana; M.S., 1983, Montana State University; 3 years related work experience; at Missoula Vo Tech since 1974. 542-6804

Jakes, Penny; Computer Technology/Office Technology; B.S., 1970, Montana State University; M.Ed., 1981, University of Montana; 3 years related work experience; at Missoula Vo Tech since 1973. 542-6804

Kiner, Patricia; Accounting/Office Technology; 10 years related work experience; at Missoula Vo Tech since 1969. 542-6803

Knotek, Joe; Heavy Equipment Operation; Graduate Operating Engineer, 1959, Northwest Schools; 32 years related work experience; at Missoula Vo Tech since 1991. 542-6843

Larson, Brian; Fashion Sales and Marketing/Sales and Marketing/Retail Management; Internship Coordinator; 12 years related work experience; at Missoula Vo Tech since 1989. Recipient of the 1991 Faculty Member of the Year Award. 542-6823

Lizotte, James; Small Engine and Equipment Technology; Industrial Technology Chairperson; B.S., 1966, M.S., 1967, University of Wisconsin -- Stout; 2 years related work experience; at Missoula Vo Tech since 1974. 542-6842

Lodahl, Ross; Culinary Arts; Certificate, 1967, Spokane Community College; 17 years related work experience; at Missoula Vo Tech since 1986. 542-6815

Micheletto, Vicki; Legal Assisting/Legal Office Technology; B.S., 1968, Eastern Montana College; M.Ed., 1986, University of Montana; 6 years related work experience; at Missoula Vo Tech since 1980. 542-6803

Miller, Charles, R.R.T.; Respiratory Therapy Technology; B.S., 1972, University of Central Florida; M.S., 1976, Indiana University; 14 years related work experience; at Missoula Vo Tech since 1986. 542-6806

Moore, Ed; Related Studies; B.A., 1976, M.Ed., 1988, University of Montana; 9 years related work experience; at Missoula Vo Tech since 1977. 542-6822

Newman, Colleen, R.N.; Practical Nursing; A.D.N., 1960, B.S.N., 1977, M.S.N., 1988, Montana State University; 23 years related work experience; at Missoula Vo Tech since 1977. 542-6821

O'Lear, Michael; Electronics and Computer Technology; B.A., 1971, Carroll College; B.S., 1971, Montana State University; B.A.E., 1988, University of Montana.

Pattee, Bobette, R.N.; Surgical Technology; Health Professions Chairperson; Diploma, 1971, Jennie Edmundson School of Nursing; B.S.N., 1986, Clarkson College of Nursing; 4 years related work experience; at Missoula Vo Tech since 1974. 542-6821

Rice, Steven; Electronics Technology; Electronics Technology Chairperson; A.D., 1969, B.S.E.E., 1973, Valparaiso Technical Institute; B.S., 1973, Ball State University; 8 years related work experience; at Missoula Vo Tech since 1984. 542-6840

Roberts, Steven, R.N.; B.S.N., 1981, University of Utah; 8 years related work experience; at Missoula Vo Tech since 1990. 542-6821

Scott, Carl; Industrial Technology; 23 years related work experience; at Missoula Vo Tech since 1984. 542-6843

Shields, Darcy, C.R.T.T.; Respiratory Therapy Technology; Certificate, 1988, Missoula Vocational Tech-

nical Center; five years related work experience; at Missoula Vo Tech since 1991.

Shook, Robert; Welding Technology; B.A., 1971, University of Northern Colorado; M.S., 1988, Utah State University; 1989, American Welding Society Certified Welding Inspector; 8 years related work experience; at Missoula Vo Tech since 1979. 542-6842

Sonnenberg, Frank; Food Service Management; Culinary Arts Chairperson; B.A., 1971, University of Montana; Certificate, 1974, Missoula Vocational Technical Center; 15 years related work experience; at Missoula Vo Tech since 1986. 542-6815

Stocking, Lynn; Computer Technology/Office Technology; Business Technology Chairperson; B.S., 1974, M.Ed., 1987, University of Montana; 5 years related work experience; at Missoula Vo Tech since 1977. 542-6801

Tabish, Rhonda; Computer Technology; Certificate, 1974, Missoula Vocational Technical Center; 6 years related work experience; at Missoula Vo Tech since 1980. 542-6808

Taylor, Marilynn; Business and Office Technology; B.S., 1971, M.S., 1973, Montana State University; 5 years related work experience; at Missoula Vo Tech since 1975. 542-6804

Wafstet, Margaret, R.N.; Practical Nursing; B.S.N., 1973, University of Wyoming; M.N., 1980 Montana State University; 6 years related work experience; at Missoula Vo Tech since 1981. 542-6821

Wafstet, Robert, R.R.T.; Respiratory Therapy Technology; B.S., 1972, Gonzaga University; M.S., 1974, Eastern Washington University; B.S., 1976, Rockhurst College; 4 years related work experience; at Missoula Vo Tech since 1979. 542-6821

Walker, John; Building Maintenance Engineering; B.S.M.E., 1972, University of Colorado; M.B.A., 1990, University of Montana; 16 years related work experience; at Missoula Vo Tech since 1990. Recipient of the 1993 Faculty Member of the Year Award. 542-6842

Wenderoth, James; Related Studies; Academic Support Center Coordinator; Related Studies Chairperson; B.S., 1971, East Carolina University; M.Ed., 1981, University of Montana; 8 years related work experience; at Missoula Vo Tech since 1978. Recipient of the 1992 Faculty Member of the Year Award. 542-6825

Woodbury, Carolyn; Accounting/Office Technology; B.S., 1959, University of Minnesota; CPA Certificate, 1987; 3 years related work experience; at Missoula Vo Tech since 1970. 542-6803

Adjunct and Part-Time Faculty

Andrews, Wendy; Medical Office Technology; thirteen years related work experience.

Bailey, Michael; Legal Assisting; B.B.A., 1980, University of Texas at Arlington; L.L.B., 1985, University of Sydney Law School.

Bakke, Donna; Business Technology; B.A., 1992, University of Montana.

Bartschi, Margaret; Legal Assisting; B.A., 1987, J.D., 1990, University of California, Davis.

Bekemeyer, William, M.D.; Respiratory Therapy Technology; B.S., 1975, M.D., 1976, University of Tennessee.

Blakley, Alan; Legal Assisting; B.A., 1974, Davidson College; Master of Divinity, 1981, Atheneum of Ohio; J.D., 1990, Northern Kentucky University.

Carter, Jennifer; Related Studies; B.A., 1963, Ohio State University; M.A. Public Administration, Golden Gate University.

Cate, Jerome; Legal Assisting; B.A., 1961, Carroll College; J.D., 1966, University of Montana.

Catlin, Murray; Related Metals Processes; A.S., 1971, Santa Barbara City College; B.S., 1975, Montana State University.

Davies, Wanda, C.R.R.T.; Respiratory Therapy Technology; Certificate, 1984, Missoula Vocational Technical Center.

Desmond, Brenda, Attorney at Law; Legal Assisting; B.A., 1972, Katholieke Universiteit te Leuven (Belgium); J.D., 1976, State University of New York.

Frederikson, Micki; Accounting/Algebra; B.S., 1969, University of Wisconsin; Certified Public Accountant.

Frizzell, Tom, Attorney at Law; Legal Assisting; B.A., 1975, Montana State University; J.D., 1978, University of Montana.

Halligan, Leslie; Legal Assisting; B.A., J.D., 1986, University of Montana.

Higgins, Wally; Electronics Technology.

Hummel, Elizabeth, C.S.T.; Surgical Technology; Certificate, 1969, St. Patrick Hospital.

Jensen, Eric; Electronics Technology and Related Studies; B.A., 1990, University of Montana.

Kueth, Kim; Baking, Food Service Management; fifteen years related work experience.

Lemire, Shull, M.D.; Respiratory Therapy Technology; B.S., 1979, Carroll College; M.D., 1983, Creighton University.

Loehnen, Paul, M.D.; Respiratory Therapy Technology; B.S., 1964, M.D., 1968, University of Witwatersrand, South Africa.

Modine, Morgan; Legal Assisting; B.U.S., 1976, M.A., 1978, University of Utah; J.D., 1986, University of Montana.

Mullins, Terry; Medical Office Technology; B.A., 1989, Seattle University; B.A., 1990, Central Washington University.

Oetinger, John; Microcomputing Technology.

Opsahl, Leslie; Electronics Technology.

Rempp, Jim; Truck Driving.

Samson, Richard; Legal Assisting and Legal Secretarial Technology; B.S., 1970, Eastern Montana College; M.A., 1981, J.D., 1987, University of Montana.

Sanders, Patricia; Legal Assisting and Legal Secretarial Technology; A.A., 1984, Anchorage Community College; B.A., 1986, Western Washington University; J.D., 1991, University of Montana.

Schmelebeck, Del; Building Maintenance Engineering.

Taylor, James P., Attorney at Law; Legal Assisting; B.A., 1977, Carroll College; J.D., 1980, University of Montana.

Tucker, David; Food Service Management Computer Applications; B.A., 1979, B.S., 1988, University of Montana.

Wall, Margie, S.T.; Surgical Technology; Certificate, 1969, St. Patrick's Hospital.

Walz, Betty Jo, C.R.T.T.; Respiratory Therapy Technology; Certificate, 1986, Missoula Vocational Technical Center.

White, Brian; Heavy Equipment Service and Maintenance; B.T., 1984, Northern Montana College.

Staff

Bilile, Judy; Financial Aid Secretary; at Missoula Vo Tech since 1993.

Chaussee, Judith; Snack Bar Attendant; at Missoula Vo Tech since 1984. Recipient of the 1992 Staff Member of the Year Award.

Cook, Ruby; Lab Assistant/Administration Building Secretary; at Missoula Vo Tech since 1972.

Dozier, Richard; Maintenance Worker; at Missoula Vo Tech since 1988.

Dufresne, Jerry; Maintenance Worker; at Missoula Vo Tech since 1988.

Fuller, David; Information Systems Specialist; at Missoula Vo Tech since 1991.

Hayes, Debra; Payroll Technician; at Missoula Vo Tech since 1974.

Henry, Thomas; Maintenance Worker; at Missoula Vo Tech since 1986.

Kisling, Lynne; Admissions/Registrar and Counseling Secretary; at Missoula Vo Tech since 1990. Recipient of the 1992 Staff Member of the Year Award.

Kleinjan, G. Richard; Supervisor of Facilities Services and Physical Plant Operations; at Missoula Vo Tech since 1981.

Kuglin, Christine; Snack Bar Attendant; at Missoula Vo Tech since 1989.

Leitzke, Debie; Bookstore Manager; at Missoula Vo Tech since 1989.

Lockridge, Valerie; Accounting Specialist; at Missoula Vo Tech since 1971. Recipient of the 1991 Alumna of the Year Award.

Maul, Vernon; Maintenance Worker; at Missoula Vo Tech since 1989.

Neisinger, Ruth; Maintenance Worker; at Missoula Vo Tech since 1988.

Rodda, William; Engineer; at Missoula Vo Tech since 1975.

Shook, Sandra; West Campus Bookkeeper/Secretary; at Missoula Vo Tech since 1981.

Todd, Sharon; Health and Business Building Secretary; at Missoula Vo Tech since 1982.

Umphrey, Billie Jo; Accounting Technician; at Missoula Vo Tech since 1986. Recipient of the 1993 Alumna of the Year Award.

Varien, Carol; Administrative Secretary; at Missoula Vo Tech since 1989.

Whitney, Donna; Resource Center Secretary; at Missoula Vo Tech since 1983.

Zygmond, Beverly; Marketing and Career Services Secretary; at Missoula Vo Tech since 1985. Recipient of the 1991 Staff Member of the Year Award.



Award Winners

1992 Lula Clay Nursing Scholarship Winners

1993 AWARDS

Student Awards

Russell Herseth

Male Student of the Year

Debra Lee

Female Student of the Year

Faculty and Staff Awards

Charles Couture

Staff Member of the Year

Missoula Vo Tech Associated Students' President's Choice

Julie Nardi

Director's Award of Distinction

Billie Jo Umphrey

Alumna of the Year

John Walker

Faculty Member of the Year



Employers

The Academic Support Center

Thanks!

The faculty and staff of Missoula Vo Tech would like to extend their appreciation to the following employers, who have hired Missoula Vo Tech graduates. Thanks for your support of vocational technical education in Montana.

Accounting 4 You

ADEA Property Management

Anderson Iron Works, Inc.

Applied Information Services, Inc.

Associated Food Stores, Inc.

Association For Head & Neck Surgery

ASUM Child Care & Family Resources

Barnard Construction, Inc.

Barrett Memorial Hospital

Bi-Lo Foods Inc.

Big Sky Care Center

Billings Petroleum Club

Bitterroot Valley Bank

Blackfoot Technologies

Blue Mountain Clinic

Bolt & Anchor Supply

Boone, Karlberg & Haddan

Bretz RV Center

Brooks Fashions

C. Curtis Blake, M.D.

Christofferson Logliners, Inc.

City of Missoula Street Division

Claim Jumper Casino

Cliff Reed Inc.

Community Medical Center, Inc.

Computerland of Western Montana

Congdon Law Offices

Cummins Northwest

Daniel A. Harper, M.D.

Datsopoulos, MacDonald & Lind, P.C.

Davis Transport

Deaconess Medical Center

Dental Office of Dr. David Baker

Discovery Care Centre

Douglas D. Harris, P.C. Law Offices

Drs. Carolyn Goren and Dr. Alan Gabster

Eastern Idaho Regional Medical Center

EconoLodge/Limelight

Equipco

Express Personnel Service

Fairbanks Morse Engine Division,

Coltec Industries Inc.

Family Practice Missoula

Farmer's Union Insurance

Felco Industries, Ltd.

First Interstate Bank

Food For Thought

Food Services of America

Freddy's Feed and Read

Friends To Youth

Garlington, Lohn & Robinson

Glacier National Park

Gomer's Diesel & Electric Inc.

Harris, Callaghan & Velk

Harris-Larsen & Associates

Hi-Country Mini Motors

Holiday Inn

Holiday Inn - Parkside

Holy Rosary Hospital

Home Oxygen Care, Inc.

Intermountain Administrators, Inc.

Interstate Detroit Diesel Inc.

Ironwood Manufacturing, Inc.

Izaak Walton Inn

Jim Palmer Trucking

KECI Television

King's Table Buffet

KPAX Communications, Inc.

L.A.'s Small Engine and Repair

L.J.M. Enterprises, Inc.

Lamonts Apparel

Larrivee Law Offices

Lifting Technologies Inc.
 Livingston Rebuild Center
 Lubrecht Experimental Forest
 M & A Construction Co., Inc.
 Malta Mercantile Company
 Mommyth Bakery Cafe
 Merle West Medical Center
 Metropolitan Life, Inc.
 Missoula Cartage Company Inc.
 Missoula Chamber of Commerce
 Missoula Country Club
 Missoula County
 Missoula County Attorney's Office
 Missoula County High School/
 Ag Education Department
 Missoula County High Schools
 Missoula Medical Oncology, P.C.
 Missoula Senior Citizens Center
 Montana Machine and Fabrication
 Montana Rail Link, Inc.
 Montana Security Systems
 Modine & Thompson Law Offices
 Motherhood Maternity
 Nightingale Nursing Service, Inc.
 Norco Medical
 North Valley Nursing Home
 Northern Montana Hospital
 Northwest Peterbilt Company
 Northwestern Mutual Life
 Office of the General Counsel, U.S.D.A.
 Opportunity Resources, Inc.
 Owenhouse Ace Hardware
 Partners In Home Care, Inc.
 Parts Plus
 Poul - Munroe Rucker
 Pyramid Mountain Lumber, Inc.
 Quality Supply Inc.
 Riverside Contracting, Inc.
 Rocky Mountain Eye Center

Rocky Mountain Log Homes
 Roscoe Steel & Culvert
 Sacred Heart Medical Center
 Saint Vincent Hospital and Health Center
 Sears
 Selway Corporation
 Semitool, Inc.
 Sol & Wolfe
 St. James Community Hospital
 St. Joseph Convalescent Center
 St. Joseph Hospital
 St. Patrick Hospital
 Stanley Hotel
 Stavers Restaurant
 Sun Mountain Sports, Inc.
 TCBY - The Country's Best Yogurt
 The Prodx Co.
 The Robbins Company
 The Village Senior Residence
 Three Rivers Ranger District
 Tidymans
 Tipp, Frizzell & Buley
 Triple Creek Guest Ranch, Inc.
 U C Bookstore
 Unique Automotive Service
 University Motors
 Volberg Corp.
 Valley View Estates Health Care Center
 Village Health Care Center
 Village Red Lion
 W. Cecil Jones, Attorney
 West Park Hospital
 Western Montana Clinic
 William R. Boldossin, Attorney at Law
 Williams & Ronney, P.C.
 Worden, Thane & Hoines, P.C.
 Zimorino's Red Pies Over Montana

MONTANA VOCATIONAL - TECHNICAL CENTERS

APPLICATION FOR ADMISSION

*Social Security Number	Last Name	First Name	Middle Name
			Date

A certificate of immunization against Rubella and measles (Rubecola) is required before registration of all students born after December 31, 1956.

Please type or print in ink.

CENTER, PROGRAM AND TERM IDENTIFICATION

Section 1

CHECK THE VOCATIONAL-TECHNICAL CENTER TO WHICH YOU ARE APPLYING:

_____ BILLINGS _____ BUTTE _____ GREAT FALLS _____ HELENA _____ MISSOULA

NAME OF PROGRAM TO WHICH YOU ARE APPLYING: _____

TERM YOU EXPECT TO ENTER: _____ SUMMER 19 _____ FALL 19 _____ SPRING 19 _____

IMPORTANT ADDRESSES AND TELEPHONE NUMBERS

Section 2

MAILING ADDRESS: _____

Number and Street or Post Office Box City State Zip Code

PERMANENT ADDRESS: _____

(If different from your mailing address. Number and Street or Post Office Box City State Zip Code
This is an address at which your mail can always reach you.)

MONTANA COUNTY OF RESIDENCE FOR LAST 6 MONTHS: _____

County Name License Plate County Prefix Number

TELEPHONE NUMBERS: () _____

Home Work Telephone Number

IN AN EMERGENCY, WHOM DO YOU WANT CONTACTED? _____

Name Telephone Number

*We ask you to voluntarily provide your social security number which permits the Center to distinguish between individuals with the same or similar names. This is especially important should you request a transcript at a later date or wish to be considered for financial aid. The number may also be used as your student I.D. number should you enroll. Your application will not be rejected should you decline to provide your social security number.

A \$20 NON-REFUNDABLE APPLICATION FEE MUST ACCOMPANY THIS APPLICATION.

DEMOGRAPHIC INFORMATION

*GENDER: _____ MALE _____ FEMALE _____
*BIRTHDATE: _____ / _____ / _____
Month Day Year
*ETHNICITY (CHECK ONE):

Name of your reservation: _____
Specify primary tribal affiliation: _____
Do you presently live on a reservation? Yes _____ No _____

AMERICAN INDIAN OR ALASKAN NATIVE

BLACK, NON-HISPANIC _____ ASIAN OR PACIFIC ISLANDER

HISPANIC _____ WHITE, NON-HISPANIC
*DISABILITIES (IF YOU HAVE A PHYSICAL, EMOTIONAL OR LEARNING IMPAIRMENT,
PLEASE INDICATE BELOW):

LEARNING DISABLED _____ HEARING _____

MOBILITY _____ SPEECH _____

VISION _____ OTHER (PLEASE SPECIFY) _____

EMOTIONAL _____

*DO YOU HAVE UNITED ENGLISH PROFICIENCY? _____ YES _____ NO
CITIZENSHIP: _____ UNITED STATES _____ OTHER (PLEASE SPECIFY) _____
IF YOU ARE NOT A UNITED STATES CITIZEN, ARE YOU A PERMANENT RESIDENT
ALIEN? _____ YES _____ NO
*Montana Vocational - Technical Centers are committed to provide all persons an equal opportunity
for education, employment and participation in Center activities without regard to race, color, religion,
national origin, gender, marital status, age or handicap. This information is gathered for local, state
and federal reporting requirements, but is not information that you are obliged to provide. This
information will not be used to select students for admission.

Section 3

ACADEMIC HISTORY

NAME OF HIGH SCHOOL LAST ATTENDED: _____
Name City State
ARE YOU A HIGH SCHOOL GRADUATE? _____ YES _____ NO
IF YES, YEAR OF GRADUATION: _____
IF NO, WHAT YEAR WOULD YOU HAVE GRADUATED IF YOU HAD STAYED IN SCHOOL? _____
IF NO, DO YOU HAVE A G.E.D.? _____ YES _____ NO IF YES, YEAR RECEIVED: _____
HAVE YOU PREVIOUSLY ATTENDED A POSTSECONDARY INSTITUTION (FOR EXAMPLE, A COLLEGE, UNIVERSITY, BUSINESS SCHOOL OR VOCATIONAL-TECHNICAL CENTER)?

YES _____ NO _____
IF YES, IN WHAT YEAR DID YOU FIRST ENROLL IN THE FIRST POSTSECONDARY INSTITUTION? _____
HAVE YOU PREVIOUSLY ATTENDED THE VOCATIONAL-TECHNICAL CENTER TO WHICH YOU ARE PRESENTLY APPLYING? _____ YES _____ NO
IF YES, PLEASE LIST ANY OTHER NAMES YOU MAY HAVE USED DURING EARLIER PERIODS OF ENROLLMENT AT THE VOCATIONAL-TECHNICAL CENTER:

Section 4

RESIDENCY INFORMATION

If you are claiming Montana residency for tuition purposes, please answer all pertinent questions in the Residency Information section.
ARE YOU A MEMBER OF THE ARMED FORCES ASSIGNED TO ACTIVE DUTY IN MONTANA? _____ YES _____ NO
ARE YOU THE SPOUSE OR DEPENDENT CHILD OF A MEMBER OF THE ARMED FORCES ASSIGNED TO ACTIVE DUTY IN MONTANA? _____ YES _____ NO
DO YOU RESIDE IN MONTANA? _____ YES _____ NO WHEN DID YOUR RESIDENCY BEGIN? _____
WAS THE PRIMARY PURPOSE FOR YOUR COMING TO MONTANA THE EDUCATION OF YOURSELF, SPOUSE, DEPENDENT CHILDREN OR PARENT/GUARDIAN?

YES _____ NO _____
ARE YOU EMPLOYED IN A PERMANENT, FULL-TIME JOB IN MONTANA? _____ YES _____ NO IF YES, DATE JOB BEGAN: _____
ARE YOU OR WILL YOU BE A GRADUATE OF A MONTANA HIGH SCHOOL? _____ YES _____ NO IF YES, YEAR: _____
ARE YOU THE SPOUSE OR DEPENDENT CHILD OF A PERSON WHO BOTH LIVES IN MONTANA AND IS EMPLOYED FULL-TIME IN A PERMANENT JOB IN MONTANA?

YES _____ NO _____ IF YES, DATE JOB BEGAN: _____
FOR WHAT STATE DID YOU LAST FILE A STATE INCOME TAX RETURN? _____ YEAR: _____
FOR WHAT STATE DO YOU HAVE A CURRENT DRIVER'S LICENSE? _____ Expiration Date _____ IN WHAT STATE IS YOUR VEHICLE REGISTERED? _____ Date _____
HAVE YOU RESIDED CONTINUOUSLY IN MONTANA FOR THE PAST 12 MONTHS? _____ YES _____ NO
ARE YOU REGISTERED TO VOTE IN MONTANA? _____ YES _____ NO DATE _____
HAVE YOU REGISTERED OR WILL YOU BE REGISTERING AT A MONTANA INSTITUTION OF HIGHER EDUCATION WITHIN ONE YEAR OF GRADUATION FROM A MONTANA HIGH SCHOOL?

YES _____ NO _____

Section 5, Part 1

If your parent/guardian claims you as a federal income tax exemption, please answer the following questions.

IN WHAT STATE DOES YOUR PARENT/GUARDIAN RESIDE? _____
WHEN DID YOUR PARENTS/GUARDIANS RESIDENCY BEGIN? _____
FOR WHAT STATE DID YOUR PARENT/GUARDIAN LAST FILE A STATE INCOME TAX RETURN? _____ YEAR: _____
IN WHAT STATE IS YOUR PARENT/GUARDIAN REGISTERED TO VOTE? _____
IN WHAT STATE IS YOUR PARENTS/GUARDIANS VEHICLE REGISTERED? _____
IN WHAT STATE IS YOUR PARENT/GUARDIAN EMPLOYED? _____
HAS YOUR PARENT/GUARDIAN RESIDED IN MONTANA FOR AT LEAST ONE FULL YEAR OR THE TWO YEARS IMMEDIATELY PRECEDING YOUR GRADUATION FROM A MONTANA
HIGH SCHOOL? _____ YES _____ NO _____

Section 5, Part 2

DISCIPLINARY HISTORY

HAVE YOU EVER BEEN SUBJECT TO DISCIPLINE, SUSPENSION OR PROBATION AT ANY POSTSECONDARY EDUCATIONAL INSTITUTION FOR REASONS NOT RELATED TO ACADEMIC PERFORMANCE?

_____ YES _____ NO

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE INVOLVING PHYSICAL INJURY TO PERSONS OR PROPERTY OR OTHERWISE INSTITUTIONALIZED FOR CONDUCT CAUSING PHYSICAL INJURY TO PERSONS OR PROPERTY?

_____ YES _____ NO

Section 6

A \$20 NON-REFUNDABLE APPLICATION FEE MUST ACCOMPANY THIS APPLICATION.

MONTANA VOCATIONAL-TECHNICAL CENTERS

Billings Vocational-Technical Center

3803 Central Avenue

Billings, Montana 59102

656-4445

Great Falls Vocational-Technical Center

2100 Sixteenth Avenue South

Great Falls, Montana 59405

771-7140

In Montana, 1-800-446-2698

Butte Vocational-Technical Center

Basin Creek Road

Butte, Montana 59701

494-2910

Helena Vocational-Technical Center

1115 North Roberts Street

Helena, Montana 59601

444-6800

Missoula Vocational-Technical Center

909 South Avenue West

Missoula, Montana 59801

542-6882

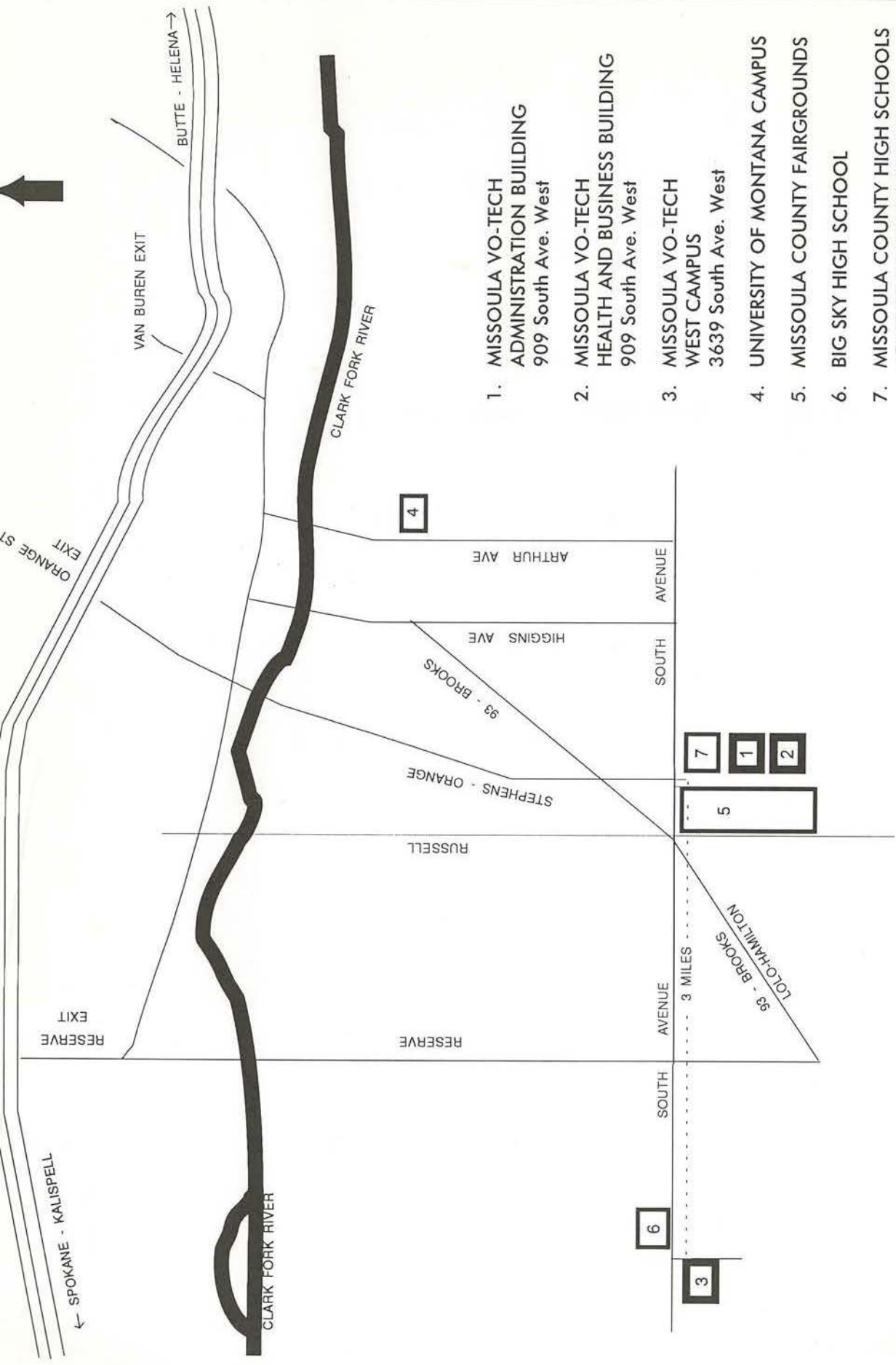
In Montana, 1-800-542-MVTC

CERTIFICATION AND SIGNATURE

I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE FOREGOING INFORMATION IS TRUE AND COMPLETE, WITHOUT EVASION OR MISREPRESENTATION. I UNDERSTAND THAT IF IT IS LATER FOUND OTHERWISE, IT IS SUFFICIENT CAUSE FOR REJECTION OR DISMISSAL. IF MY APPLICATION FOR ADMISSION IS APPROVED, I AGREE TO ABIDE BY THE PRESENT AND FUTURE RULES AND REGULATIONS, BOTH ACADEMIC AND NONACADEMIC, AND THE SCHOLASTIC STANDARDS OF THE APPROPRIATE INSTITUTION.

Applicant's Signature (Complete Legal Name)

Section 7



1. MISSOULA VO-TECH
ADMINISTRATION BUILDING
909 South Ave. West

2. MISSOULA VO-TECH
HEALTH AND BUSINESS BUILDING
909 South Ave. West

3. MISSOULA VO-TECH
WEST CAMPUS
3639 South Ave. West

4. UNIVERSITY OF MONTANA CAMPUS

5. MISSOULA COUNTY FAIRGROUNDS

6. BIG SKY HIGH SCHOOL

7. MISSOULA COUNTY HIGH SCHOOLS
ADMINISTRATION BUILDING

Missoula Vo Tech Calendar

Academic Year 1994-95

June 1994

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 1994

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 1994

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 1994

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 1994

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 1994

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 1994

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 1995

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 1995

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 1995

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 1995

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 1995

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Dates To Remember

Summer Session 1994

Registration for all students	June 6, 1994
Classes begin	June 7, 1994
Late registration ends	June 9, 1994
Last day to drop first-half session courses	June 15, 1994
Last day to drop full-session courses	June 22, 1994
First-half session courses end	July 1, 1994
Independence Day holiday (no classes)	July 4, 1994
Second-half session courses begin	July 5, 1994
Academic Boot Camp begins	July 11, 1994
Last day to drop second-half session courses	July 12, 1994
Last day to officially withdraw from MYTC	July 15, 1994
Classes end	July 29, 1994

Fall Semester 1994

Orientation and registration for new students	August 15 - 17, 1994
Registration for returning students	August 18, 1994
Classes begin	August 22, 1994
Late registration ends	August 26, 1994
Labor Day holiday (no classes)	September 5, 1994
Last day to drop first-half semester courses	September 7, 1994
Last day to drop full-semester courses	September 26, 1994
Columbus Day holiday (no classes)	October 10, 1994
First-half semester courses end	October 17, 1994
Second-half semester courses begin	October 19, 1994
Last day to drop second-half semester courses	November 4, 1994
Academic Boot Camp begins	November 14, 1994
Last day to officially withdraw from MYTC	November 17, 1994
Thanksgiving holiday (no classes)	November 24 - 25, 1994
Classes end	December 16, 1994

Spring Semester 1995

Orientation and registration for new students	January 4, 1995
Registration for returning students	January 5 - 6, 1995
Classes begin	January 10, 1995
Martin Luther King Day holiday (no classes)	January 16, 1995
Late registration ends	January 17, 1995
Last day to drop first-half semester courses	January 26, 1995
Last day to drop full-semester courses	February 14, 1995
President's Day holiday (no classes)	February 20, 1995
First-half semester courses end	March 9, 1995
Spring Break holiday (no classes)	March 13 - 17, 1995
Second-half semester courses begin	March 20, 1995
Academic Boot Camp begins	April 3, 1995
Last day to drop second-half semester courses	April 4, 1995
Last day to officially withdraw from MYTC	April 13, 1995
Classes end	May 11, 1995

Graduation

May 11, 1995



Missoula Vo Tech
909 South Ave. W. • Missoula, MT 59801

To:

Nonprofit
Organization
US Postage
PAID
Missoula, MT
Permit # 516

542-6882 In Montana, 1-800-542-MVTC

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